

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : SINGAPORE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	583	16.50	29.00	0.91
FROM TERRITORIES :	563	9.00	20.00	0.58
B. VISITS TO CLIENTS IN TERRITORY :	250	18.50	18.50	0.74
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	7.50	7.50	0.30
MISSIONS :	15	11.00	5.00	0.32
CONFERENCE SEMINARS :	4	3.50	0.00	0.07
OTHER :	9	1.50	1.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	2.50	7.00	0.19
POST INITIATED :	8	2.50	4.00	0.13
E. COMMUNICATIONS ACTIVITIES :	16	3.00	0.00	0.06
F. INVESTMENT ENQUIRIES FROM CANADA :	26	5.00	0.00	0.10
FROM TERRITORIES :	92	3.50	1.00	0.09
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	1.50	0.00	0.03
CONNECTIONS ARRANGED :	3	0.50	0.50	0.02
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.50	0.00	0.01
HOST GOVERNMENT :	11	2.00	0.00	0.04
OTHER DEPARTMENT :	13	3.50	0.50	0.08
PROVINCES/MUNICIPALITIES :	31	3.50	5.50	0.18
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		1.00	0.50	0.03
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 158
FROM TERRIT : 153

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 24

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 2