

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	450	17.50	29.75	1.54
FROM TERRITORIES :	631	12.50	31.25	1.50
B.VISITS TO CLIENTS IN TERRITORY :	102	6.00	3.00	0.24
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	5	0.50	4.00	0.17
MISSIONS :	6	1.50	3.00	0.15
CONFERENCE SEMINARS :	3	1.00	1.00	0.06
OTHER :	5	1.00	0.50	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	1.50	1.00	0.07
POST INITIATED :	7	1.00	0.25	0.03
E.COMMUNICATIONS ACTIVITIES :	6	2.50	0.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	10	1.50	0.75	0.06
FROM TERRITORIES :	10	1.50	0.75	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	36	1.00	5.25	0.23
CONNECTIONS ARRANGED :	16	1.00	2.50	0.12
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.75	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	1.00	1.75	0.09
HOST GOVERNMENT :	13	0.50	0.25	0.02
OTHER DEPARTMENT :	10	2.50	1.25	0.10
PROVINCES/MUNICIPALITIES :	12	2.50	0.50	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		37.50	1.50	0.81
LEAVE, PROFESSIONAL DEVELOP :		1.00	5.50	0.24
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	2.50	0.20
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 92
FROM TERRIT : 103

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4