

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	570	19.00	26.00	0.90
FROM TERRITORIES :	483	8.00	17.50	0.51
B. VISITS TO CLIENTS IN TERRITORY :	250	18.00	26.50	0.89
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	10.50	7.50	0.36
MISSIONS :	13	5.50	9.50	0.30
CONFERENCE SEMINARS :	5	2.00	3.00	0.10
OTHER :	7	3.50	0.00	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	19	6.50	7.50	0.28
POST INITIATED :	18	6.50	1.50	0.16
E. COMMUNICATIONS ACTIVITIES :	6	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	32	3.00	0.00	0.06
FROM TERRITORIES :	27	3.00	0.00	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.50	0.00	0.01
CONNECTIONS ARRANGED :	1	0.00	0.50	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.50	0.00	0.01
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.50	0.00	0.01
HOST GOVERNMENT :	17	2.50	0.00	0.05
OTHER DEPARTMENT :	11	2.00	0.00	0.04
PROVINCES/MUNICIPALITIES :	24	2.50	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.50	0.11
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 : 127
FROM TERRIT : 117

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 26

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