

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : MANILA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	750	20.00	17.33	0.92
FROM TERRITORIES :	245	12.00	7.66	0.47
B. VISITS TO CLIENTS IN TERRITORY :	70	5.00	5.00	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	2.50	6.66	0.25
MISSIONS :	10	5.00	7.00	0.31
CONFERENCE SEMINARS :	12	3.00	5.00	0.21
OTHER :	3	2.50	1.33	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	19	12.50	13.33	0.65
POST INITIATED :	5	5.50	11.66	0.46
E. COMMUNICATIONS ACTIVITIES :	27	10.00	5.00	0.35
F. INVESTMENT ENQUIRIES FROM CANADA :	29	2.50	4.33	0.18
FROM TERRITORIES :	2	1.00	1.33	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	1.50	1.00	0.06
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.50	0.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.00	0.66	0.04
HOST GOVERNMENT :	44	2.00	2.66	0.12
OTHER DEPARTMENT :	10	1.50	2.00	0.09
PROVINCES/MUNICIPALITIES :	15	2.00	2.66	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	1.66	0.15
LEAVE, PROFESSIONAL DEVELOP :		2.50	1.33	0.09
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	2.00	0.08
L. TOURISM PROGRAM ACTIVITIES :		0.50	0.33	0.02
***** TOTALS *****		100.00	99.93	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	18
FROM TERRIT :	1
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	99
FROM TERRIT :	26
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	1
NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED :	2
- LOCALLY ENGAGED :	3