

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	243	10.00	25.00	1.10
FROM TERRITORIES :	372	10.00	17.50	0.80
B. VISITS TO CLIENTS IN TERRITORY :	93	10.00	7.50	0.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	6.25	0.25
MISSIONS :	4	5.00	6.25	0.30
CONFERENCE SEMINARS :	1	0.00	2.50	0.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	3.75	0.20
POST INITIATED :	4	5.00	3.75	0.20
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	6	5.00	6.25	0.30
FROM TERRITORIES :	9	5.00	5.00	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	0.00	2.50	0.10
CONNECTIONS ARRANGED :	6	0.00	1.25	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.00	1.25	0.05
HOST GOVERNMENT :	6	5.00	1.25	0.10
OTHER DEPARTMENT :	6	0.00	1.25	0.05
PROVINCES/MUNICIPALITIES :	12	10.00	2.50	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.50	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	1.25	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	2.50	0.10
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	6
FROM TERRIT :	15
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	38
FROM TERRIT :	60
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	4
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	4