

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : SINGAPORE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	994	25.00	23.33	1.45
FROM TERRITORIES :	1086	21.66	25.00	1.40
B. VISITS TO CLIENTS IN TERRITORY :	288	13.33	11.66	0.75
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	6.66	8.33	0.45
MISSIONS :	1	1.00	3.33	0.13
CONFERENCE SEMINARS :	2	5.00	0.33	0.16
OTHER :	2	5.00	1.66	0.20
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	6.66	0.35
POST INITIATED :	4	1.66	6.66	0.25
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.66	0.33	0.03
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		2.66	3.33	0.18
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	42	1.66	1.33	0.09
HOST GOVERNMENT :	9	1.00	1.00	0.06
OTHER DEPARTMENT :	25	0.66	0.66	0.04
PROVINCES/MUNICIPALITIES :	53	1.66	2.66	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.33	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.66	3.00	0.11
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.66	0.02
***** TOTALS *****		99.93	99.93	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	25
FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	179
FROM TERRIT :	223
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	8
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	3