

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 : PRETORIA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	555	5.00	0.00	0.10
FROM TERRITORIES :	447	23.00	42.50	1.31
B.VISITS TO CLIENTS IN TERRITORY :	27	10.50	2.50	0.26
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.00	18.50	0.39
MISSIONS :	1	15.50	0.00	0.31
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	4.00	15.00	0.38
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	1.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.00	0.50	0.03
FROM TERRITORIES :	3	0.00	0.50	0.01
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	1.00	0.00	0.02
HOST GOVERNMENT :	0	1.00	0.00	0.02
OTHER DEPARTMENT :	0	3.50	0.00	0.07
PROVINCES/MUNICIPALITIES :	0	10.00	2.50	0.25
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	8.00	0.41
LEAVE, PROFESSIONAL DEVELOP :		10.00	7.50	0.35
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	2.50	0.07
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 9

FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 34

FROM TERRIT : 17

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 0

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 2