

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	336	10.00	17.00	1.05
FROM TERRITORIES :	458	17.50	18.00	1.25
B.VISITS TO CLIENTS IN TERRITORY :	93	7.50	14.00	0.85
C.EXPORT/TRADE/POLICY FAIRS :	1	2.50	3.00	0.20
PROJECTS AND EVENTS MISSIONS :	4	7.50	9.00	0.60
CONFERENCE SEMINARS :	6	7.50	8.00	0.55
OTHER :	1	2.50	1.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	2.50	2.00	0.15
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	10	2.50	6.00	0.35
FROM TERRITORIES :	9	2.50	6.00	0.35
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	0.00	4.00	0.20
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	2.50	1.00	0.10
HOST GOVERNMENT :	3	2.50	2.00	0.15
OTHER DEPARTMENT :	2	0.00	1.00	0.05
PROVINCES/MUNICIPALITIES :	3	2.50	2.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		5.00	3.00	0.25
K.SERVICE TO OTHER MISSION PROGRAMS :		7.50	1.00	0.20
L.TOURISM PROGRAM ACTIVITIES :		2.50	2.00	0.15
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	19
FROM TERRIT :	34
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	54
FROM TERRIT :	87

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	8
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	5