

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1044	22.50	26.66	1.25
FROM TERRITORIES :	796	17.50	26.66	1.15
B. VISITS TO CLIENTS IN TERRITORY :	252	17.50	18.33	0.90
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.00	0.00	0.02
MISSIONS :	11	2.00	3.66	0.15
CONFERENCE SEMINARS :	7	2.50	0.66	0.07
OTHER :	88	2.00	5.00	0.19
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	0.00	0.04
POST INITIATED :	27	4.00	4.33	0.21
E. COMMUNICATIONS ACTIVITIES :	13	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	62	2.50	2.66	0.13
FROM TERRITORIES :	17	3.00	0.00	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	14	2.00	1.33	0.08
CONNECTIONS ARRANGED :	4	1.00	1.00	0.05
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.50	0.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	33	3.50	0.66	0.09
HOST GOVERNMENT :	9	2.00	0.66	0.06
OTHER DEPARTMENT :	17	2.00	1.33	0.08
PROVINCES/MUNICIPALITIES :	38	5.00	0.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.50	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP :		0.00	7.00	0.21
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 183
FROM TERRIT : 358

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 32

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3