

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

89/01/18

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : BEIJING

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	813	21.77	16.00	2.28
FROM TERRITORIES :	854	8.00	28.00	1.28
B.VISITS TO CLIENTS IN TERRITORY :	204	13.33	16.00	1.52
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	2.11	2.00	0.23
MISSIONS :	26	4.55	2.00	0.45
CONFERENCE SEMINARS :	8	3.44	9.00	0.49
OTHER :	1	0.11	0.00	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	73	5.55	1.00	0.52
POST INITIATED :	32	4.22	0.50	0.39
E.COMMUNICATIONS ACTIVITIES :	6	1.00	2.50	0.14
F.INVESTMENT ENQUIRIES FROM CANADA :	10	0.33	1.00	0.05
FROM TERRITORIES :	31	0.66	2.00	0.10
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.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.44	0.00	0.13
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.55	0.00	0.05
HOST GOVERNMENT :	21	2.11	0.00	0.19
OTHER DEPARTMENT :	96	7.00	1.00	0.65
PROVINCES/MUNICIPALITIES :	85	2.00	6.50	0.31
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.77	5.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		20.00	6.00	1.92
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	1.50	0.03
***** TOTALS *****		99.94	100.00	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 263  
FROM TERRIT : 145

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 55

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9  
- LOCALLY-ENGAGED : 2