

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : GEORGETOWN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	48	8.00	44.00	0.52
FROM TERRITORIES :	13	0.00	10.00	0.10
B. VISITS TO CLIENTS IN TERRITORY :	0	0.00	2.00	0.02
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	7.00	0.00	0.07
POST INITIATED :	4	5.00	0.00	0.05
E. COMMUNICATIONS ACTIVITIES :	26	5.00	7.00	0.12
F. INVESTMENT ENQUIRIES FROM CANADA :	5	30.00	10.00	0.40
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	5.00	0.00	0.05
OTHER DEPARTMENT :	1	0.00	7.00	0.07
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		0.00	20.00	0.20
K. SERVICE TO OTHER MISSION PROGRAMS :		40.00	0.00	0.40
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 1
FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 21
FROM TERRIT : 10

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 1

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 1
- LOCALLY ENGAGED : 1