

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : SHANGHAI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	329	26.50	67.50	1.88
FROM TERRITORIES :	57	4.00	17.00	0.42
B.VISITS TO CLIENTS IN TERRITORY :	42	8.50	5.00	0.27
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	0.00	2.50	0.05
MISSIONS :	5	1.00	3.00	0.08
CONFERENCE SEMINARS :	2	5.00	0.00	0.10
OTHER :	28	6.00	1.00	0.14
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	3.50	0.00	0.07
POST INITIATED :	10	2.50	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	4	1.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	2	1.00	0.00	0.02
FROM TERRITORIES :	8	1.00	4.00	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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	10	1.50	0.00	0.03
OTHER DEPARTMENT :	5	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	36	1.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		27.50	0.00	0.55
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.04
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 60  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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