

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	325	15.00	26.75	1.37
FROM TERRITORIES	427	12.50	30.25	1.46
B. VISITS TO CLIENTS IN TERRITORY	95	5.00	5.75	0.33
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	0.00	0.25	0.01
MISSIONS	0	0.00	0.00	0.00
OTHER	3	2.50	1.00	0.09
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	19	2.50	2.50	0.15
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	4	1.00	0.25	0.03
FROM TERRITORIES	15	9.00	0.75	0.21
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	14	6.50	1.50	0.19
CONNECTIONS ARRANGED	10	1.00	0.50	0.04
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FRM GOV'T SOURCES-DEA REPTS	18	3.00	1.00	0.10
FROM OTHER GOV'T SOURCES- CONTACTS	15	1.00	1.00	0.06
- REPORTS	14	1.00	1.00	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		12.50	1.00	0.29
LEAVE, PROFESSIONAL DEVELOP		17.50	21.00	1.19
J. SERVICE TO OTHER MISSION PROGRAMS		10.00	5.50	0.42
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 46  
FROM TERRIT : 141

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4