

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : LISBON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	86	18.00	39.00	0.57
FROM TERRITORIES :	45	15.00	12.00	0.27
B.VISITS TO CLIENTS IN TERRITORY :	26	8.00	6.00	0.14
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	3.00	2.00	0.05
MISSIONS :	5	8.00	12.00	0.20
CONFERENCE SEMINARS :	2	4.00	2.00	0.06
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	8.00	18.00	0.26
POST INITIATED :	4	10.00	0.00	0.10
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
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.PARTICPT'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 :	1	2.00	0.00	0.02
OTHER DEPARTMENT :	16	5.00	9.00	0.14
PROVINCES/MUNICIPALITIES :	4	5.00	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		8.00	0.00	0.08
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 26
FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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