

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	579	22.50	23.33	1.15
FROM TERRITORIES :	832	17.50	23.33	1.05
B.VISITS TO CLIENTS IN TERRITORY :	211	10.00	11.66	0.55
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	2.50	5.00	0.20
MISSIONS :	5	7.50	6.66	0.35
CONFERENCE SEMINARS :	3	2.50	3.33	0.15
OTHER :	2	2.00	1.66	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	1.00	0.05
POST INITIATED :	6	2.50	1.66	0.10
E.COMMUNICATIONS ACTIVITIES :	2	0.50	0.33	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	26	2.50	5.00	0.20
FROM TERRITORIES :	4	1.00	1.00	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	1.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	4.33	0.18
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	1.66	0.07
HOST GOVERNMENT :	2	1.50	1.66	0.08
OTHER DEPARTMENT :	18	1.50	1.66	0.08
PROVINCES/MUNICIPALITIES :	36	5.00	3.33	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		5.50	2.66	0.19
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.66	0.02
***** TOTALS *****		100.00	99.92	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 53
 FROM TERRIT : 42
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 256
 FROM TERRIT : 549

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 21

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2
 -LOCALLY ENGAGED : 3