

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : NEW DELHI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	737	13.80	13.75	1.24
FROM TERRITORIES :	1327	14.80	34.75	2.13
B. VISITS TO CLIENTS IN TERRITORY :	225	10.60	11.00	0.97
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	11.00	13.75	1.10
MISSIONS :	6	11.20	10.25	0.97
CONFERENCE SEMINARS :	10	5.00	3.00	0.37
OTHER :	1	0.40	0.00	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	34	2.20	0.25	0.12
POST INITIATED :	61	7.00	0.25	0.36
E. COMMUNICATIONS ACTIVITIES :	10	1.20	0.00	0.06
F. INVESTMENT ENQUIRIES FROM CANADA :	23	1.00	0.50	0.07
FROM TERRITORIES :	81	1.60	1.00	0.12
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 :	111	2.60	2.25	0.22
HOST GOVERNMENT :	4	0.80	0.00	0.04
OTHER DEPARTMENT :	21	0.80	0.75	0.07
PROVINCES/MUNICIPALITIES :	10	2.40	0.00	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.60	7.50	0.73
LEAVE, PROFESSIONAL DEVELOP :		5.00	1.00	0.29
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 277
FROM TERRIT : 446

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 4