

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	299	20.00	29.75	1.39
FROM TERRITORIES :	682	0.00	33.25	1.33
B. VISITS TO CLIENTS IN TERRITORY :	67	10.00	6.25	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	0.75	0.08
MISSIONS :	4	5.00	1.00	0.09
CONFERENCE SEMINARS :	2	0.00	1.25	0.05
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	10.00	2.75	0.21
POST INITIATED :	2	10.00	0.75	0.13
E. COMMUNICATIONS ACTIVITIES :	3	0.00	1.25	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	4	10.00	0.75	0.13
FROM TERRITORIES :	8	0.00	1.00	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	14	5.00	1.50	0.11
CONNECTIONS ARRANGED :	6	0.00	0.75	0.03
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.00	0.50	0.02
HOST GOVERNMENT :	15	0.00	3.75	0.15
OTHER DEPARTMENT :	2	0.00	0.75	0.03
PROVINCES/MUNICIPALITIES :	3	0.00	1.50	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	5.00	0.40
LEAVE, PROFESSIONAL DEVELOP :		0.00	7.50	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	7
	FROM TERRIT :	21
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	34
	FROM TERRIT :	91
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	4