

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	997	20.00	30.00	1.30
FROM TERRITORIES :	807	14.00	25.00	1.03
B. VISITS TO CLIENTS IN TERRITORY :	252	6.00	21.66	0.77
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	0.50	2.66	0.09
MISSIONS :	10	0.50	2.33	0.08
CONFERENCE SEMINARS :	12	3.00	1.00	0.09
OTHER :	134	5.00	4.00	0.22
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	2.50	0.33	0.06
POST INITIATED :	14	3.50	1.66	0.12
E. COMMUNICATIONS ACTIVITIES :	3	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	76	7.50	2.66	0.23
FROM TERRITORIES :	19	3.50	0.33	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	13	0.00	2.33	0.07
CONNECTIONS ARRANGED :	3	0.00	0.66	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.50	0.00	0.01
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	45	3.00	1.66	0.11
HOST GOVERNMENT :	19	2.50	1.00	0.08
OTHER DEPARTMENT :	13	1.00	0.66	0.04
PROVINCES/MUNICIPALITIES :	23	2.00	1.00	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		23.00	1.00	0.49
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 123
FROM TERRIT : 435

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

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