

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : PRETORIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	627	6.00	35.00	0.82
FROM TERRITORIES :	421	12.50	19.00	0.63
B.VISITS TO CLIENTS IN TERRITORY :	48	15.00	5.00	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	2.50	16.00	0.37
MISSIONS :	1	18.50	7.50	0.52
CONFERENCE SEMINARS :	1	0.00	1.00	0.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	8.50	4.00	0.25
POST INITIATED :	3	2.00	2.50	0.09
E.COMMUNICATIONS ACTIVITIES :	1	1.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.50	0.00	0.01
FROM TERRITORIES :	3	0.50	0.00	0.01
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 :		10.00	0.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.50	0.00	0.01
HOST GOVERNMENT :	1	0.50	0.00	0.01
OTHER DEPARTMENT :	3	2.50	0.00	0.05
PROVINCES/MUNICIPALITIES :	2	2.50	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.50	9.00	0.49
LEAVE, PROFESSIONAL DEVELOP :		0.50	1.00	0.03
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	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 12

FROM TERRIT : 1

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 29

FROM TERRIT : 52

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 2

- LOCALLY ENGAGED : 2