

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 : MANILA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	845	20.00	19.00	0.97
FROM TERRITORIES :	173	10.00	6.66	0.40
B.VISITS TO CLIENTS IN TERRITORY :	87	5.00	5.00	0.25
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	2.50	8.33	0.30
MISSIONS :	15	5.00	6.66	0.30
CONFERENCE SEMINARS :	9	3.00	4.66	0.20
OTHER :	5	2.50	1.66	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	51	12.50	13.33	0.65
POST INITIATED :	50	5.50	11.66	0.46
E.COMMUNICATIONS ACTIVITIES :	27	10.00	5.00	0.35
F.INVESTMENT ENQUIRIES				
FROM CANADA :	24	2.50	4.33	0.18
FROM TERRITORIES :	16	2.50	3.66	0.16
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	0.66	0.04
HOST GOVERNMENT :	63	1.00	1.66	0.07
OTHER DEPARTMENT :	14	2.00	1.66	0.09
PROVINCES/MUNICIPALITIES :	28	2.50	1.66	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	1.66	0.15
LEAVE, PROFESSIONAL DEVELOP :		2.50	1.33	0.09
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	1.33	0.09
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.91	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	7
	FROM TERRIT :	2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	70
	FROM TERRIT :	38
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	3