

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	364	10.00	34.25	1.57
FROM TERRITORIES	758	20.00	32.25	1.69
B. VISITS TO CLIENTS IN TERRITORY	121	11.00	6.25	0.47
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	3	1.00	3.75	0.17
MISSIONS	0	0.00	0.00	0.00
OTHER	10	4.00	2.00	0.16
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	14	2.00	1.25	0.09
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	11	2.00	0.25	0.05
FROM TERRITORIES	16	2.00	0.75	0.07
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	18	2.00	1.50	0.10
CONNECTIONS ARRANGED	14	2.00	1.00	0.08
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	20	5.50	1.00	0.15
FROM OTHER GOV'T SOURCES- CONTACTS	22	3.50	1.50	0.13
- REPORTS	4	2.50	0.50	0.07
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	22.50	0.75	0.48	
LEAVE, PROFESSIONAL DEVELOP	0.00	8.00	0.32	
J. SERVICE TO OTHER MISSION PROGRAMS		10.00	5.00	0.40
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 57  
FROM TERRIT : 193

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4