

# EXPORT PROMOTION ACTIVITIES

NOTE: PLEASE USE 12 PITCH TYPEWRITER TO COMPLETE THIS FORM.

MISSION

COUNTRY

PLEASE PROVIDE BELOW SUMMARIES OF THE ACTIVITIES YOU HAD PLANNED FOR THE QUARTER JUST COMPLETED WHICH ARE ELEMENTS OF YOUR ANNUAL PLAN FOR YOUR PRIORITY SECTORS.

PLEASE SUMMARIZE BELOW HOW THESE PLANS FARED.

| SECTORS AND COUNTRIES | BRIEF SUMMARY OF IMPORTANT ACTIVITIES YOU HAD PLANNED FOR REPORTING PERIOD | HIGHLIGHTS OF IMPORTANT ACTIVITIES ACCOMPLISHED AND RESULTS FOR REPORTING PERIOD |
|-----------------------|--|--|
| SECTOR                | 1.   | 1.   |
| COUNTRY               |  |  |
| SECTOR                | 2.   | 2.   |
| COUNTRY               |  |  |
| SECTOR                | 3.   | 3.   |
| COUNTRY               |  |  |
| SECTOR                | 4.   | 4.   |
| COUNTRY               |  |  |
| SECTOR                | 5.   | 5.   |
| COUNTRY               |  |  |
| SECTOR                | 6.   | 6.   |
| COUNTRY               |  |  |

# INVESTMENT PROMOTION

THE PRIORITY PROGRAM ACTIVITIES YOU REPORT ON BELOW WOULD ALSO INCLUDE THOSE PROMOTIONAL EVENTS APPROVED AND FUNDED BY HEADQUARTERS

| BRIEF SUMMARY OF PRIORITY ACTIVITIES YOU HAD PLANNED TO COMPLETE IN THE LAST QUARTER | HIGHLIGHTS OF RESULTS TO DATE |
|--|-------------------------------|
|  |                               |

# SPECIAL ACTIVITIES IN EXPORT AND INVESTMENT PROMOTION PROGRAM

IF EXTRAORDINARY EVENTS OCCURED OR SPECIAL EFFORTS WERE REQUIRED OF AN UNPLANNED NATURE WHICH CONSUMED YOUR PROGRAM RESOURCES DURING THE REPORTING PERIOD, PLEASE LIST BELOW (E.G. HIGH LEVEL VISITS, SPECIAL ECONOMIC / COMMERCIAL REPORTS ON IMPORTANT ISSUES).

|     |
|-----|
| 1.  |
| 2.  |
| 3.  |
| 4.  |
| 5.  |
| 6.  |
| 7.  |
| 8.  |
| 9.  |
| 10. |

# WORKLOAD AND OFFICER SUMMARY FORM

NO. OF OCCUPIED OFFICER POSITIONS  
CANADA BASED      LOCALLY ENGAGED

MISSION  
COUNTRY  
REPORTING PERIOD  
APRIL JUNE      JULY SEPTEMBER      OCTOBER DECEMBER      JANUARY MARCH

| ACTIVITY   | NUMBER                | PERCENTAGE OF OFFICER TIME (%) |                 | ACTIVITY  | NUMBER  | PERCENTAGE OF OFFICER TIME (%) |                 |
|--|-----------------------|--------------------------------|-----------------|---|---|--------------------------------|-----------------|
|  |                       | CANADA BASED                   | LOCALLY ENGAGED |   |   | CANADA BASED                   | LOCALLY ENGAGED |
| 1. EXPORT ENQUIRIES  | FROM CANADA           |                                |                 | 8. REQUESTS FOR SERVICE FROM GOVERNMENT SOURCES   | EXTERNAL AFFAIRS REPORTS                      |                                |                 |
|  | FROM TERRITORY        |                                |                 |   | OGD'S CONTACTS                                |                                |                 |
| 2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON)           | VISITS                |                                |                 | REPORTS   |   |                                |                 |
| 3. EXPORT PROMOTION PROJECTS AND EVENTS  | FAIRS                 |                                |                 | 9. ADMINISTRATION   | PROGRAM MGMT. & ADM. LEAVE, PROFESS. DEVELOP. |                                |                 |
|  | MISSIONS              |                                |                 | 10. SERVICE TO OTHER MISSION PROGRAMS   |   |                                |                 |
|  | OTHER                 |                                |                 | 11. NUMBER OF BUSINESS VISITORS   | FROM CANADA                                   |                                |                 |
| 4. COMMERCIAL / ECONOMIC REPORTS COMPLETED   |                       |                                |                 | FROM TERRITORY  |   |                                |                 |
| 5. SERVICING INVESTMENT PROMOTION ENQUIRIES  | FROM CANADA           |                                |                 | 12. NUMBER OF PEMD APPLICATIONS COMMENTED ON  |   |                                |                 |
|  | FROM TERRITORY        |                                |                 |   |   |                                |                 |
| 6. TECHNOLOGY INFLOW PROGRAM   | ENQUIRIES FROM CANADA |                                |                 | * NAMES OF OGD'S, PROVINCES, ETC. IN APPROXIMATE DESCENDING ORDER OF ATTENDANT WORKLOAD |   |                                |                 |
|  | CONNECTIONS ARRANGED  |                                |                 | 1.  | 2.  | 3.                             |                 |
| 7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G., HI-TECH CONF., MID-POSTING TOUR, ETC.) |                       |                                |                 | 4.  | 5.  | 6.                             |                 |

### INSTRUCTIONS

MOST OF THE DATA FOR THE "WORKLOAD AND OFFICER TIME SUMMARY FORM" IS OBTAINED BY ADDING TOGETHER THE FIGURES ENTERED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM" FOR EACH OCCUPIED OFFICER POSITION INVOLVED IN THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM. MISSIONS WITH A TRADE PROGRAM BEING SUPERVISED BY A CANADA-BASED TRADE OFFICER LOCATED AT ANOTHER MISSION WILL ALSO COMPLETE THE "WORKLOAD AND OFFICER TIME SUMMARY FORM".

### TOTAL TIME:

TO OBTAIN TOTAL CANADA-BASED OR LOCALLY-ENGAGED OFFICER TIME FOR EACH ACTIVITY, ADD TOGETHER THE CORRESPONDING TIME FIGURES RECORDED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM". (NOTE: FOR ANY GIVEN ACTIVITY, THE SUM OF INDIVIDUAL OFFICER TIME PERCENTAGES MAY EXCEED 100. A TOTAL TIME VALUE OF 135 WOULD INDICATE THAT 1.35 PERSON-YEARS HAVE BEEN DEVOTED TO THE ACTIVITY.)

### NUMBER OF OCCUPIED POSITIONS:

- ASSUME ONE OFFICER ONLY PER OCCUPIED POSITION, I.E. DO NOT DOUBLE COUNT A POSITION DURING PERIODS OF OVERLAP BETWEEN DEPARTING AND ARRIVING OFFICERS.
- DO NOT COUNT POSITIONS THAT WERE UNFILLED OVER THE ENTIRE QUARTER.

# INDIVIDUAL OFFICER ACTIVITY FORM

THIS FORM IS TO BE RETAINED AT THE MISSION

NAME OF OFFICER      POSITION NUMBER

MISSION  
COUNTRY  
REPORTING PERIOD  
APRIL JUNE      JULY SEPTEMBER      OCTOBER DECEMBER      JANUARY MARCH

| ACTIVITY   | NUMBER         | % OF TIME | ACTIVITY  | NUMBER  | % OF TIME |
|--|----------------|-----------|---|---|-----------|
| 1. EXPORT ENQUIRIES  | FROM CANADA    |           | 6. TECHNOLOGY INFLOW PROGRAM  | ENQUIRIES FROM CANADA                             |           |
|  | FROM TERRITORY |           |   | CONNECTIONS ARRANGED                              |           |
| 2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON) | VISITS         |           | 7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G. HI-TECH CONF., MID-POSTING TOUR, ETC.) |   |           |
| 3. EXPORT PROMOTION PROJECTS AND EVENTS  | FAIRS          |           | 8. REQUEST FOR SERVICE FROM GOVERNMENT SOURCES  | EXTERNAL AFFAIRS REPORTS                          |           |
|  | MISSIONS       |           |   | OGD'S CONTACTS                                    |           |
|  | OTHER          |           | REPORTS   |   |           |
| 4. COMMERCIAL / ECONOMIC REPORTS COMPLETED   |                |           | 9. ADMINISTRATION   | PROGRAM MGMT. AND ADMIN. LEAVE, PROFESS. DEVELOP. |           |
| 5. SERVICING INVESTMENT PROMOTION ENQUIRIES  | FROM CANADA    |           | 10. SERVICE TO OTHER MISSION PROGRAMS   |   |           |
|  | FROM TERRITORY |           |   |   |           |

EXT 1260/E (86/7)

100%

### INSTRUCTIONS

- THIS FORM IS FOR THE MISSION'S USE ONLY; IT IS TO BE RETAINED AT THE MISSION.
- IT IS RECOMMENDED THAT EACH OFFICER INVOLVED IN THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM FILL OUT AN INDIVIDUAL OFFICER ACTIVITY FORM AT THE END OF EVERY QUARTER INDICATING TIME SPENT (IN PERCENTAGE TERMS) AND THE CORRESPONDING WORKLOAD BY ACTIVITY.
- EXPRESS FIGURES IN WHOLE NUMBERS ONLY. PLEASE DO NOT USE FRACTIONS OR DECIMALS.

### DEFINITIONS:

**EXPORT ENQUIRY:** ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS, AND BUSINESS VISITORS REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING MISSION TERRITORY'S MARKET OR CANADIAN GOODS, SERVICES AND RELATED COMMERCIAL MATTERS.  
**VISITS:** ALL OUTCALLS ON EXISTING OR POTENTIAL CLIENTS INTENDED TO PROMOTE CANADIAN GOODS, SERVICES, AND INVESTMENT AND TECHNOLOGY INFLOWS. THIS ENTRY INCLUDES ATTENDANCE AT EXPORT PROMOTION PROJECTS AND EVENTS THAT DO NOT, HOWEVER, INVOLVE MISSION PARTICIPATION OR ORGANIZATIONAL SUPPORT.  
**EXPORT PROMOTION PROJECTS AND EVENTS:** REFERS TO EVENTS INVOLVING MISSION ORGANIZATIONAL SUPPORT AND / OR PARTICIPATION.  
**COMMERCIAL / ECONOMIC REPORTS:** ALL SCHEDULED AND AD HOC REPORTS IN SUPPORT OF THE OBJECTIVES OF THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM.

**INVESTMENT PROMOTION ENQUIRY:** ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND BUSINESS VISITORS REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING INVESTMENT OPPORTUNITIES IN CANADA.

**TECHNOLOGY INFLOW PROGRAMS:** ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND BUSINESS VISITORS FROM CANADA REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING THE IDENTIFICATION OF PARTICULAR TECHNOLOGIES IN MISSION TERRITORY. **CONNECTION** - CONTACT FACILITATED BY MISSION BETWEEN CANADIAN AND TERRITORY ORGANIZATIONS RESULTING FROM EARLIER ENQUIRY BY CANADIAN SIDE.

**PROGRAM RELATED EVENTS IN CANADA:** E.G. PARTICIPATION IN THE HI-TECH CONFERENCE, MARKETPLACE; ACCOMPANYING AN INCOMING MISSION TO CANADA; MID-POSTING TOUR, ETC.

**REQUESTS FOR SERVICE FROM GOVERNMENT SOURCES: REPORTS** - ALL SCHEDULED AND AD HOC REPORTS REQUESTED BY ALL GOVERNMENT SOURCES. **CONTACTS** - ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND OFFICIAL VISITORS FROM OTHER FEDERAL GOVERNMENT DEPARTMENTS, PROVINCIAL AND TERRITORY GOVERNMENTS, AND OTHER LEVELS OF GOVERNMENT (EXCLUDING CROWN CORPORATIONS).

**ADMINISTRATION:** INCLUDING EXPORT AND INVESTMENT PROMOTION PROGRAM PLANNING, MANAGEMENT AND ADMINISTRATION; LEAVE, PROFESSIONAL DEVELOPMENT AND / OR OTHER NON-PROGRAM ACTIVITY.

**OTHER MISSION PROGRAMS:** E.G. CONSULAR, GENERAL RELATIONS, DUTIES ARISING FROM BEING CHARGE, ETC.