

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	277	12.00	24.00	1.20
FROM TERRITORIES :	363	7.00	25.50	1.16
B.VISITS TO CLIENTS IN TERRITORY :	90	3.50	8.25	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	2.50	0.10
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	4	1.00	1.75	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.50	0.50	0.07
POST INITIATED :	8	5.00	0.25	0.11
E.COMMUNICATIONS ACTIVITIES :	6	1.00	0.25	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	16	5.00	1.25	0.15
FROM TERRITORIES :	10	3.00	0.50	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	15	2.00	1.25	0.09
CONNECTIONS ARRANGED :	20	0.50	4.00	0.17
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.50	0.00	0.01
HOST GOVERNMENT :	5	1.50	0.25	0.04
OTHER DEPARTMENT :	9	1.50	1.25	0.08
PROVINCES/MUNICIPALITIES :	5	1.50	0.25	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.50	0.32
LEAVE, PROFESSIONAL DEVELOP :		30.00	25.25	1.61
K.SERVICE TO OTHER MISSION PROGRAMS :		7.50	2.50	0.25
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 31  
FROM TERRIT : 135

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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