

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : LISBON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-GTR
A. EXPORT ENQUIRIES				
FROM CANADA	103	18.00	40.00	0.58
FROM TERRITORIES	30	6.00	12.00	0.18
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 10	8.00	2.00	0.10
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	6.00	14.00	0.20
MISSIONS	1	3.00	0.00	0.03
OTHER	1	6.00	3.00	0.09
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	10	9.00	7.00	0.16
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	1	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	8	6.00	10.00	0.16
FROM OTHER GOV'T SOURCES- CONTACTS	18	10.00	7.00	0.17
- REPORTS	6	6.00	5.00	0.11
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP		10.00	0.00	0.10
J. SERVICE TO OTHER MISSION PROGRAMS		6.00	0.00	0.06
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 29
FROM TERRIT : 38

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 1