

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/01/18

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : WELLINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	179	12.00	26.66	1.04
FROM TERRITORIES :	230	12.50	30.66	1.17
B. VISITS TO CLIENTS IN TERRITORY :	108	15.00	17.33	0.82
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	1.00	0.66	0.04
MISSIONS :	2	7.00	12.66	0.52
CONFERENCE SEMINARS :	1	2.50	0.00	0.05
OTHER :	3	0.00	1.00	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	0.00	0.10
POST INITIATED :	9	4.00	5.00	0.23
E. COMMUNICATIONS ACTIVITIES :	15	5.00	0.00	0.10
F. INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.33	0.03
FROM TERRITORIES :	2	0.50	0.33	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	6	3.50	0.00	0.07
OTHER DEPARTMENT :	2	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	5.33	0.41
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		12.50	0.00	0.25
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 14
FROM TERRIT : 59

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3