

02/12/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QT
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	883	17.50	18.33	0.90
FROM TERRITORIES	767	17.50	23.33	1.05
B. VISITS TO CLIENTS IN TERRITORY	242	7.50	11.66	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	1	12.50	10.00	0.55
MISSIONS	3	5.00	3.33	0.20
CONFERENCE SEMINARS	4	12.50	8.33	0.50
OTHER	3	4.00	5.00	0.23
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	6	5.00	1.66	0.15
POST INITIATED	2	0.00	1.66	0.05
E. COMMUNICATIONS ACTIVITIES	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA	30	0.00	2.66	0.08
FROM TERRITORIES	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	2	0.50	0.00	0.01
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		0.50	0.66	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	2	1.50	0.00	0.03
HOST GOVERNMENT	6	1.50	3.33	0.13
OTHER DEPARTMENT	10	0.00	5.00	0.15
PROVINCES/MUNICIPALITIES	7	4.00	1.66	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP		5.50	1.66	0.16
K. SERVICE TO OTHER MISSION PROGRAMS		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES		0.00	1.66	0.05
***** TOTALS *****		100.00	99.93	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 22

FROM TERRIT : 9

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 139

FROM TERRIT : 576

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 16

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 3