

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

90/06/20

POST : WELLINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	194	14.50	35.00	1.34
FROM TERRITORIES :	183	8.00	26.33	0.95
B. VISITS TO CLIENTS IN TERRITORY :	59	6.00	9.00	0.39
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	9.00	4.66	0.32
MISSIONS :	7	4.00	9.00	0.35
CONFERENCE SEMINARS :	3	4.50	0.66	0.11
OTHER :	1	0.00	5.00	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	3.00	0.00	0.06
POST INITIATED :	7	2.50	0.00	0.05
E. COMMUNICATIONS ACTIVITIES :	6	1.00	1.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.50	0.66	0.03
FROM TERRITORIES :	4	0.50	1.00	0.04
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 :	2	1.00	0.00	0.02
HOST GOVERNMENT :	1	1.00	0.00	0.02
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	2	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		24.00	1.66	0.53
LEAVE, PROFESSIONAL DEVELOP :		10.00	6.00	0.38
K. SERVICE TO OTHER MISSION PROGRAMS :		10.50	0.00	0.21
***** TOTALS *****		100.00	99.97	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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