

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : WELLINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	328	13.00	22.66	0.94
FROM TERRITORIES :	402	11.00	14.66	0.66
B. VISITS TO CLIENTS IN TERRITORY :	78	7.50	13.33	0.55
C. EXPORT/TRADE/POLICY FAIRS :	2	9.00	11.00	0.51
PROJECTS AND EVENTS MISSIONS :	1	1.00	4.00	0.14
CONFERENCE SEMINARS :	1	1.00	0.00	0.02
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	6.00	2.33	0.19
POST INITIATED :	5	10.00	6.66	0.40
E. COMMUNICATIONS ACTIVITIES :	2	8.00	6.33	0.35
F. INVESTMENT ENQUIRIES FROM CANADA :	4	1.50	1.00	0.06
FROM TERRITORIES :	1	0.50	1.33	0.05
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	2.66	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	2.50	1.00	0.08
OTHER DEPARTMENT :	2	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	5	4.50	5.66	0.26
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		20.00	2.00	0.46
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.33	0.09
L. TOURISM PROGRAM ACTIVITIES :		0.50	0.00	0.01
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	3
FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	21
FROM TERRIT :	39
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	4
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3