

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : LISBON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	117	8.00	34.00	0.42
FROM TERRITORIES :	128	1.00	23.00	0.24
B.VISITS TO CLIENTS IN TERRITORY :	50	12.00	9.00	0.21
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	5.00	0.00	0.05
CONFERENCE SEMINARS :	6	8.00	8.00	0.16
OTHER :	2	2.00	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.00	9.00	0.12
POST INITIATED :	3	4.00	0.00	0.04
E.COMMUNICATIONS ACTIVITIES :	6	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES FROM CANADA :	7	2.00	0.00	0.02
FROM TERRITORIES :	4	1.00	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	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 :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	10.00	1.00	0.11
HOST GOVERNMENT :	3	2.00	0.00	0.02
OTHER DEPARTMENT :	14	7.00	16.00	0.23
PROVINCES/MUNICIPALITIES :	3	10.00	0.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.00	0.00	0.01
LEAVE, PROFESSIONAL DEVELOP.:		16.00	0.00	0.16
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	12
	FROM TERRIT :	20
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	18
	FROM TERRIT :	16
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		7
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :		1
	-LOCALLY ENGAGED :	1