

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : BEIJING

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	444	20.85	17.00	1.80
FROM TERRITORIES :	216	8.00	18.00	0.92
B. VISITS TO CLIENTS IN TERRITORY :	277	15.00	25.00	1.55
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	16	9.28	12.50	0.90
CONFERENCE SEMINARS :	7	2.85	0.00	0.20
OTHER :	1	1.14	0.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	2.57	0.00	0.18
POST INITIATED :	29	4.71	2.00	0.37
E. COMMUNICATIONS ACTIVITIES :	3	0.85	0.00	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.14	0.50	0.02
FROM TERRITORIES :	12	0.71	0.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	13	0.57	0.00	0.04
CONNECTIONS ARRANGED :	3	0.28	0.00	0.02
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		7.14	0.00	0.50
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	28	1.57	2.00	0.15
HOST GOVERNMENT :	29	1.42	0.50	0.11
OTHER DEPARTMENT :	33	4.42	0.00	0.31
PROVINCES/MUNICIPALITIES :	34	3.57	2.00	0.29
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.28	7.50	0.87
LEAVE, PROFESSIONAL DEVELOP :		0.85	13.00	0.32
K. SERVICE TO OTHER MISSION PROGRAMS :		3.71	0.00	0.26
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.91	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 98
FROM TERRIT : 115

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 37

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 7
- LOCALLY-ENGAGED : 2