

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : LONDON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	757	8.83	27.50	2.18
FROM TERRITORIES :	1137	11.16	26.00	2.23
B.VISITS TO CLIENTS IN TERRITORY :	118	14.83	3.50	1.10
C.EXPORT/TRADE/POLICY FAIRS :	3	2.83	0.00	0.17
PROJECTS AND EVENTS MISSIONS :	5	1.83	4.66	0.39
CONFERENCE SEMINARS :	9	1.83	0.16	0.12
OTHER :	22	2.33	1.66	0.24
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	29	5.00	3.00	0.48
POST INITIATED :	77	12.83	6.66	1.17
E.COMMUNICATIONS ACTIVITIES :	26	1.16	5.50	0.40
F.INVESTMENT ENQUIRIES FROM CANADA :	13	0.16	1.50	0.10
FROM TERRITORIES :	32	1.16	1.66	0.17
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	0.50	0.66	0.07
CONNECTIONS ARRANGED :	10	0.33	1.33	0.10
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		2.66	1.33	0.24
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	11	0.83	0.50	0.08
HOST GOVERNMENT :	18	1.66	1.66	0.20
OTHER DEPARTMENT :	58	5.66	4.50	0.61
PROVINCES/MUNICIPALITIES :	54	4.50	1.83	0.38
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.66	1.33	0.42
LEAVE, PROFESSIONAL DEVELOP :		14.16	5.00	1.15
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.91	99.94	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	31
FROM TERRIT :	13
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	50
FROM TERRIT :	100

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	25
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	6
-LOCALLY ENGAGED :	6