

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : ISLAMABAD

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 160	5.00	20.00	0.45
FROM TERRITORIES	: 290	5.00	22.50	0.50
B. VISITS TO CLIENTS IN TERRITORY	: 54	10.00	7.50	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 3	5.00	7.50	0.20
MISSIONS	: 3	10.00	7.50	0.25
CONFERENCE SEMINARS	: 1	0.00	0.00	0.00
OTHER	: 1	0.00	2.50	0.05
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 0	0.00	0.00	0.00
POST INITIATED	: 0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES	: 2	0.00	2.50	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 10	0.00	0.00	0.00
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. PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 15.00	7.50	0.30	
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 3	0.00	2.50	0.05
HOST GOVERNMENT	: 1	0.00	0.00	0.00
OTHER DEPARTMENT	: 3	5.00	0.00	0.05
PROVINCES/MUNICIPALITIES	: 0	0.00	0.00	0.00
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	: 15.00	12.50	0.40	
LEAVE, PROFESSIONAL DEVELOP	: 23.00	2.50	0.28	
K. SERVICE TO OTHER MISSION PROGRAMS	: 7.00	5.00	0.17	
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 26
FROM TERRIT : 135

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2