

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	282	20.00	31.00	1.44
FROM TERRITORIES :	831	0.00	36.25	1.45
B.VISITS TO CLIENTS IN TERRITORY :	66	10.00	5.50	0.32
C.EXPORT/TRADE/POLICY FAIRS :	5	5.00	7.25	0.34
PROJECTS AND EVENTS MISSIONS :	6	5.00	2.50	0.15
CONFERENCE SEMINARS :	1	0.00	0.50	0.02
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	10.00	2.25	0.19
POST INITIATED :	3	10.00	0.25	0.11
E.COMMUNICATIONS ACTIVITIES :	2	0.00	0.75	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	6	10.00	0.75	0.13
FROM TERRITORIES :	11	0.00	1.00	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	5.00	1.75	0.12
CONNECTIONS ARRANGED :	6	0.00	0.75	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	18	0.00	2.25	0.09
HOST GOVERNMENT :	5	0.00	0.75	0.03
OTHER DEPARTMENT :	3	0.00	1.50	0.06
PROVINCES/MUNICIPALITIES :	3	0.00	0.75	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	4.25	0.37
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 19  
FROM TERRIT : 32  
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 39  
FROM TERRIT : 89

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 1  
- LOCALLY ENGAGED : 4