

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	327	18.50	31.00	1.61
FROM TERRITORIES :	451	12.50	28.75	1.40
B.VISITS TO CLIENTS IN TERRITORY :	116	5.00	7.00	0.38
C.EXPORT/TRADE/POLICY FAIRS :	5	5.00	0.75	0.13
PROJECTS AND EVENTS MISSIONS :	5	3.50	1.00	0.11
CONFERENCE SEMINARS :	7	5.00	5.00	0.30
OTHER :	2	1.50	0.00	0.03
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	12	3.50	1.25	0.12
POST INITIATED :	4	3.00	0.25	0.07
E.COMMUNICATIONS ACTIVITIES :	31	4.00	3.50	0.22
F.INVESTMENT ENQUIRIES FROM CANADA :	19	2.50	1.00	0.09
FROM TERRITORIES :	9	0.00	1.00	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	1.00	0.50	0.04
CONNECTIONS ARRANGED :	10	0.00	1.00	0.04
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	1.25	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	8	1.50	1.50	0.09
HOST GOVERNMENT :	17	1.50	0.75	0.06
OTHER DEPARTMENT :	4	0.50	0.75	0.04
PROVINCES/MUNICIPALITIES :	6	0.50	1.25	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	2.50	0.32
LEAVE, PROFESSIONAL DEVELOP :		10.00	7.50	0.50
K.SERVICE TO OTHER MISSION PROGRAMS :		7.50	2.50	0.25
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 100
FROM TERRIT : 107

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4