

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : SINGAPORE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	532	22.00	38.00	1.20
FROM TERRITORIES :	434	18.00	20.00	0.76
B. VISITS TO CLIENTS IN TERRITORY	181	12.00	24.00	0.72
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	7	8.00	1.00	0.18
MISSIONS :	9	8.00	1.00	0.18
OTHER :	13	3.00	0.00	0.06
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	28	4.00	1.00	0.10
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	11	2.00	0.00	0.04
FROM TERRITORIES :	13	2.00	0.00	0.04
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	1	0.00	1.00	0.02
CONNECTIONS ARRANGED :	3	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	1	0.00	9.00	0.18
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	64	5.00	0.00	0.10
FROM OTHER GOV'T SOURCES- CONTACTS :	29	4.00	2.00	0.12
- REPORTS :	12	3.00	2.00	0.10
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		9.00	0.00	0.18
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.00	0.02
J. SERVICE TO OTHER MISSION PROGRAMS		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 64
FROM TERRIT : 210

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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