

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : COLOMBO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	52	15.00	15.00	0.30
FROM TERRITORIES :	238	5.00	10.00	0.15
B. VISITS TO CLIENTS IN TERRITORY :	9	0.00	10.00	0.10
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	10.00	10.00	0.20
MISSIONS :	1	20.00	8.00	0.28
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.00	0.00	0.00
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	10.00	9.00	0.19
CONNECTIONS ARRANGED :	1	10.00	9.00	0.19
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		10.00	9.00	0.19
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	10.00	10.00	0.20
OTHER DEPARTMENT :	1	10.00	10.00	0.20
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
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 :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	10
	FROM TERRIT :	2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	0
	FROM TERRIT :	0

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1
------------------------------------------	---	---

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