

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	367	10.00	30.50	0.81
FROM TERRITORIES :	570	11.00	28.50	0.79
B.VISITS TO CLIENTS IN TERRITORY :	238	30.00	7.50	0.75
C.EXPORT/TRADE/POLICY FAIRS :	5	2.00	6.50	0.17
PROJECTS AND EVENTS MISSIONS :	9	5.50	5.00	0.21
CONFERENCE SEMINARS :	11	3.50	14.00	0.35
OTHER :	6	7.00	0.00	0.14
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	5.00	1.00	0.12
POST INITIATED :	17	7.50	2.50	0.20
E.COMMUNICATIONS ACTIVITIES :	12	3.00	0.50	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	5	1.00	0.00	0.02
FROM TERRITORIES :	5	1.00	0.00	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.50	0.01
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.00	0.02
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	11	2.00	0.00	0.04
HOST GOVERNMENT :	5	2.50	0.00	0.05
OTHER DEPARTMENT :	11	3.50	0.00	0.07
PROVINCES/MUNICIPALITIES :	17	5.50	2.50	0.16
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
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 168
FROM TERRIT : 196

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

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