

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QT
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	241	10.00	25.00	1.10
FROM TERRITORIES :	361	10.00	17.50	0.80
B.VISITS TO CLIENTS IN TERRITORY :	120	5.00	12.50	0.55
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	1.25	0.05
PROJECTS AND EVENTS MISSIONS :	1	5.00	3.75	0.20
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	4	5.00	3.75	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	5.00	3.75	0.20
POST INITIATED :	1	0.00	1.25	0.05
E.COMMUNICATIONS ACTIVITIES :	3	0.00	1.25	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	10	5.00	6.25	0.30
FROM TERRITORIES :	15	5.00	5.00	0.25
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	0.00	3.75	0.15
CONNECTIONS ARRANGED :	3	0.00	2.50	0.10
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	0.00	1.25	0.05
HOST GOVERNMENT :	9	5.00	1.25	0.10
OTHER DEPARTMENT :	7	0.00	1.25	0.05
PROVINCES/MUNICIPALITIES :	11	10.00	2.50	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		5.00	2.50	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	1.25	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	2.50	0.10
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 30
 FROM TERRIT : 11
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 101
 FROM TERRIT : 57

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 2

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