

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : SHANGHAI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	447	30.00	34.50	1.29
FROM TERRITORIES :	150	10.00	19.50	0.59
B.VISITS TO CLIENTS IN TERRITORY :	94	8.50	10.50	0.38
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	0.00	2.50	0.05
MISSIONS :	5	2.50	5.00	0.15
CONFERENCE SEMINARS :	5	2.00	3.50	0.11
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	0.00	0.04
POST INITIATED :	15	4.50	0.00	0.09
E.COMMUNICATIONS ACTIVITIES :	21	6.50	0.00	0.13
F.INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.00	0.02
FROM TERRITORIES :	16	3.00	4.50	0.15
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.02
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	5.00	0.10
HOST GOVERNMENT :	4	1.50	0.00	0.03
OTHER DEPARTMENT :	7	0.50	14.00	0.29
PROVINCES/MUNICIPALITIES :	9	1.00	1.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		1.00	0.00	0.02
K.SERVICE TO OTHER MISSION PROGRAMS :		15.00	0.00	0.30
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 118  
FROM TERRIT : 80

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

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