

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 : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	384	10.00	17.00	1.05
FROM TERRITORIES :	561	17.50	18.00	1.25
B.VISITS TO CLIENTS IN TERRITORY :	110	7.50	14.00	0.85
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	2.50	3.00	0.20
MISSIONS :	6	7.50	8.00	0.55
CONFERENCE SEMINARS :	3	7.50	7.00	0.50
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.50	1.00	0.10
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	1	0.00	1.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	2.50	5.00	0.30
FROM TERRITORIES :	13	2.50	5.00	0.30
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	14	0.00	3.00	0.15
CONNECTIONS ARRANGED :	7	0.00	1.00	0.05
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	14	2.50	1.00	0.10
HOST GOVERNMENT :	6	0.00	1.00	0.05
OTHER DEPARTMENT :	2	0.00	1.00	0.05
PROVINCES/MUNICIPALITIES :	3	7.50	5.00	0.40
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.50	2.00	0.45
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.00	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		7.50	3.00	0.30
L.TOURISM PROGRAM ACTIVITIES :		2.50	2.00	0.15
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	19
	FROM TERRIT :	15
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	101
	FROM TERRIT :	138

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	5
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	5