

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : BEIJING

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	453	19.71	24.00	1.86
FROM TERRITORIES :	267	8.14	18.50	0.94
B. VISITS TO CLIENTS IN TERRITORY :	246	10.00	24.50	1.19
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	6.85	0.00	0.48
MISSIONS :	18	8.28	1.00	0.60
CONFERENCE SEMINARS :	9	2.42	0.00	0.17
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.14	0.00	0.08
POST INITIATED :	17	3.71	0.00	0.26
E. COMMUNICATIONS ACTIVITIES :	4	0.71	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	5	0.14	1.00	0.03
FROM TERRITORIES :	10	0.71	0.50	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	0.14	0.00	0.01
CONNECTIONS ARRANGED :	4	0.85	0.00	0.06
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.85	0.00	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	42	2.00	1.00	0.16
HOST GOVERNMENT :	82	2.00	3.50	0.21
OTHER DEPARTMENT :	38	4.85	0.00	0.34
PROVINCES/MUNICIPALITIES :	57	8.00	2.50	0.61
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		13.57	16.00	1.27
LEAVE, PROFESSIONAL DEVELOP :		3.14	7.50	0.37
K. SERVICE TO OTHER MISSION PROGRAMS :		0.71	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.92	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 338  
FROM TERRIT : 142

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 7  
- LOCALLY-ENGAGED : 2