

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : BEIJING

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	654	17.50	0.00	1.05
FROM TERRITORIES :	220	8.33	0.00	0.50
B. VISITS TO CLIENTS IN TERRITORY :	136	12.83	0.00	0.77
C. EXPORT/TRADE/POLICY FAIRS :	1	0.83	0.00	0.05
PROJECTS AND EVENTS MISSIONS :	20	7.83	0.00	0.47
CONFERENCE SEMINARS :	5	1.00	0.00	0.06
OTHER :	2	0.33	0.00	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	0.83	0.00	0.05
POST INITIATED :	10	1.16	0.00	0.07
E. COMMUNICATIONS ACTIVITIES :	6	1.00	0.00	0.06
F. INVESTMENT ENQUIRIES FROM CANADA :	15	1.16	0.00	0.07
FROM TERRITORIES :	3	0.16	0.00	0.01
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.66	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	8	0.83	0.00	0.05
HOST GOVERNMENT :	43	3.66	0.00	0.22
OTHER DEPARTMENT :	46	4.16	0.00	0.25
PROVINCES/MUNICIPALITIES :	31	3.33	0.00	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		15.83	0.00	0.95
LEAVE, PROFESSIONAL DEVELOP :		16.66	0.00	1.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.83	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.92	0.00	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 22

FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 139

FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 14

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 6

-LOCALLY ENGAGED : 0