

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	852	20.00	25.00	1.35
FROM TERRITORIES :	1361	21.66	26.66	1.45
B. VISITS TO CLIENTS IN TERRITORY :	243	11.66	6.66	0.55
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	4.00	10.00	0.42
MISSIONS :	2	3.33	5.00	0.25
CONFERENCE SEMINARS :	1	2.66	0.00	0.08
OTHER :	5	6.66	3.33	0.30
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	5.00	5.00	0.30
POST INITIATED :	4	5.00	5.00	0.30
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	1.00	0.03
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	0.00	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		4.00	1.66	0.17
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	31	1.00	1.66	0.08
HOST GOVERNMENT :	12	1.00	2.66	0.11
OTHER DEPARTMENT :	34	0.66	1.66	0.07
PROVINCES/MUNICIPALITIES :	42	1.66	1.66	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.33	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		4.00	1.33	0.16
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	1.66	0.05
***** TOTALS *****		99.95	99.94	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	28
	FROM TERRIT :	17
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	215
	FROM TERRIT :	356
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		19
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	3