

29/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : BEIJING

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	707	25.00	35.00	2.45
FROM TERRITORIES :	398	13.28	19.50	1.32
B.VISITS TO CLIENTS IN TERRITORY :	192	10.14	17.00	1.05
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.85	0.00	0.13
MISSIONS :	8	4.28	0.00	0.30
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	7	0.85	5.00	0.16
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	19	1.85	0.00	0.13
POST INITIATED :	30	3.14	0.00	0.22
E.COMMUNICATIONS ACTIVITIES :	8	1.57	1.00	0.13
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.42	0.00	0.03
FROM TERRITORIES :	10	0.57	1.50	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.14	0.00	0.01
CONNECTIONS ARRANGED :	1	0.14	0.00	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.14	0.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	44	3.28	1.50	0.26
HOST GOVERNMENT :	85	3.42	1.00	0.26
OTHER DEPARTMENT :	60	6.14	0.00	0.43
PROVINCES/MUNICIPALITIES :	86	4.14	0.00	0.29
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.57	5.00	0.63
LEAVE, PROFESSIONAL DEVELOP :		5.28	12.50	0.62
K.SERVICE TO OTHER MISSION PROGRAMS :		5.71	1.00	0.42
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.91	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	27
	FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	117
	FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	17
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	7
	-LOCALLY ENGAGED :	2