

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	358	10.00	20.00	1.00
FROM TERRITORIES :	632	20.00	20.00	1.20
B.VISITS TO CLIENTS IN TERRITORY :	165	10.00	16.25	0.85
C.EXPORT/TRADE/POLICY FAIRS :	2	2.50	3.75	0.20
PROJECTS AND EVENTS MISSIONS :	3	2.50	3.75	0.20
CONFERENCE SEMINARS :	1	0.00	1.25	0.05
OTHER :	2	0.00	1.25	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	5.00	2.50	0.20
POST INITIATED :	4	5.00	2.50	0.20
E.COMMUNICATIONS ACTIVITIES :	1	0.00	1.25	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	7	2.50	2.50	0.15
FROM TERRITORIES :	8	2.50	3.75	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	14	0.00	2.50	0.10
CONNECTIONS ARRANGED :	6	0.00	1.25	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	1.25	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	7	0.00	1.25	0.05
OTHER DEPARTMENT :	20	2.50	5.00	0.25
PROVINCES/MUNICIPALITIES :	19	7.50	3.75	0.30
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	1.25	0.45
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.50	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	1.25	0.15
L.TOURISM PROGRAM ACTIVITIES :		2.50	1.25	0.10
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 83
FROM TERRIT : 135

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4