

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : ISLAMABAD

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	108	10.00	16.00	0.42
FROM TERRITORIES :	290	10.00	20.00	0.50
B. VISITS TO CLIENTS IN TERRITORY :	88	10.00	10.00	0.30
C. EXPORT/TRADE/POLICY FAIRS :	2	0.00	7.00	0.14
PROJECTS AND EVENTS MISSIONS :	2	5.00	5.00	0.15
CONFERENCE SEMINARS :	3	1.00	5.50	0.12
OTHER :	2	15.00	15.00	0.45
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.00	1.50	0.05
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	3	5.00	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	5	1.00	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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	7	1.00	2.00	0.05
OTHER DEPARTMENT :	2	5.00	0.50	0.06
PROVINCES/MUNICIPALITIES :	4	0.00	1.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	15.00	0.45
LEAVE, PROFESSIONAL DEVELOP :		10.00	0.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	1.50	0.13
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 36  
FROM TERRIT : 251

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 2