

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : SHANGHAI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	169	30.00	49.00	1.58
FROM TERRITORIES :	78	4.50	17.50	0.44
B. VISITS TO CLIENTS IN TERRITORY :	58	7.00	7.50	0.29
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	0.00	3.50	0.07
MISSIONS :	8	12.50	2.50	0.30
CONFERENCE SEMINARS :	8	4.00	2.50	0.13
OTHER :	1	2.50	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	7.50	0.00	0.15
POST INITIATED :	6	7.50	1.00	0.17
E. COMMUNICATIONS ACTIVITIES :	4	1.50	0.00	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.00	0.00	0.00
FROM TERRITORIES :	6	0.00	2.50	0.05
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 :		6.50	0.00	0.13
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	12	0.00	5.00	0.10
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	15	4.00	3.50	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	2.50	0.15
LEAVE, PROFESSIONAL DEVELOP :		0.50	1.00	0.03
K. SERVICE TO OTHER MISSION PROGRAMS :		7.00	2.00	0.18
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	16
FROM TERRIT :	60
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	54
FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	2