

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : LISBON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	195	10.00	22.50	0.55
FROM TERRITORIES :	160	2.00	15.00	0.32
B. VISITS TO CLIENTS IN TERRITORY :	25	15.00	5.50	0.26
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	10.00	2.50	0.15
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	1.00	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	5.00	7.50	0.20
POST INITIATED :	3	5.00	2.50	0.10
E. COMMUNICATIONS ACTIVITIES :	6	5.00	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	8.00	1.50	0.11
FROM TERRITORIES :	2	3.00	2.50	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	2.00	1.00	0.04
CONNECTIONS ARRANGED :	1	1.00	1.00	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	2.50	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	3.00	5.00	0.13
HOST GOVERNMENT :	1	3.00	5.00	0.13
OTHER DEPARTMENT :	7	5.00	7.50	0.20
PROVINCES/MUNICIPALITIES :	6	5.00	2.50	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	15.00	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	4
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	36
	FROM TERRIT :	48
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2