

02/06/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

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

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	285	10.00	18.75	0.85
FROM TERRITORIES :	349	10.00	20.00	0.90
B. VISITS TO CLIENTS IN TERRITORY :	86	5.00	12.50	0.55
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	1.25	0.05
MISSIONS :	5	10.00	11.25	0.55
CONFERENCE SEMINARS :	4	5.00	7.50	0.35
OTHER :	3	0.00	1.25	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	5.00	2.50	0.15
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	10	0.00	6.25	0.25
FROM TERRITORIES :	9	5.00	5.00	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	0.00	2.50	0.10
CONNECTIONS ARRANGED :	6	0.00	1.25	0.05
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.25	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	1.25	0.05
HOST GOVERNMENT :	16	5.00	1.25	0.10
OTHER DEPARTMENT :	2	5.00	1.25	0.10
PROVINCES/MUNICIPALITIES :	8	5.00	1.25	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		5.00	1.25	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	1.25	0.15
L. TOURISM PROGRAM ACTIVITIES :		0.00	1.25	0.05
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	13
FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	48
FROM TERRIT :	59
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	10
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	4