

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	303	10.00	18.75	0.85
FROM TERRITORIES :	614	10.00	20.00	0.90
B.VISITS TO CLIENTS IN TERRITORY :	97	5.00	12.50	0.55
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	2.50	0.10
MISSIONS :	4	10.00	12.50	0.60
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	5.00	3.75	0.20
POST INITIATED :	5	5.00	2.50	0.15
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	6	5.00	6.25	0.30
FROM TERRITORIES :	8	5.00	5.00	0.25
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	0.00	3.75	0.15
CONNECTIONS ARRANGED :	4	0.00	1.25	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	0.00	1.25	0.05
HOST GOVERNMENT :	13	5.00	1.25	0.10
OTHER DEPARTMENT :	5	0.00	1.25	0.05
PROVINCES/MUNICIPALITIES :	21	5.00	2.50	0.15
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	2.50	0.10
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	16
	FROM TERRIT :	13
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	45
	FROM TERRIT :	68

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	5
NUMBER OF OCCUPIED OFFICER POSITIONS		
-CANADA BASED	:	1
-LOCALLY ENGAGED	:	4