

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : LONDON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	713	8.42	19.10	2.50
FROM TERRITORIES	1162	9.42	16.20	2.28
B. VISITS TO CLIENTS IN TERRITORY	121	13.57	2.40	1.19
C. EXPORT/TRADE/POLICY FAIRS	4	6.28	1.00	0.54
PROJECTS AND EVENTS MISSIONS	4	4.85	0.30	0.37
CONFERENCE SEMINARS	8	1.14	0.20	0.10
OTHER	1	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	45	5.00	1.30	0.48
POST INITIATED	48	5.42	0.70	0.45
E. COMMUNICATIONS ACTIVITIES	2	0.14	0.20	0.03
F. INVESTMENT ENQUIRIES FROM CANADA	22	0.85	0.20	0.08
FROM TERRITORIES	73	4.57	0.10	0.33
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	14	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		1.85	1.00	0.23
I. SERVICE REQUESTS FM GOV'T SOURCES NGO	4	0.71	0.00	0.05
HOST GOVERNMENT	8	0.57	0.30	0.07
OTHER DEPARTMENT	49	3.42	0.30	0.27
PROVINCES/MUNICIPALITIES	48	3.00	1.70	0.38
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		4.14	1.00	0.39
LEAVE, PROFESSIONAL DEVELOP		26.42	3.90	2.24
K. SERVICE TO OTHER MISSION PROGRAMS		0.14	0.10	0.02
L. TOURISM PROGRAM ACTIVITIES		0.00	50.00	5.00
***** TOTALS *****		99.91	100.00	17.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	48
FROM TERRIT	15
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	110
FROM TERRIT	58
NUMBER OF PEMD APPLICATIONS COMMENTED ON	14
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED	7
-LOCALLY ENGAGED	10