

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : HARARE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	250	15.00	20.00	0.35
FROM TERRITORIES :	420	5.00	25.00	0.30
B.VISITS TO CLIENTS IN TERRITORY :	40	5.00	10.00	0.15
C.EXPORT/TRADE/POLICY FAIRS :	3	0.00	5.00	0.05
PROJECTS AND EVENTS MISSIONS :	4	10.00	5.00	0.15
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	10.00	0.00	0.10
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	5	10.00	5.00	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 :	3	5.00	5.00	0.10
FROM TERRITORIES :	0	0.00	0.00	0.00
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE,PROFESSIONAL DEVELOP :		10.00	5.00	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		20.00	20.00	0.40
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 27  
FROM TERRIT : 130

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 1