

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : SHANGHAI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	205	27.50	36.00	0.91
FROM TERRITORIES :	88	4.00	31.00	0.39
B. VISITS TO CLIENTS IN TERRITORY :	54	8.00	15.00	0.31
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	2.00	0.02
MISSIONS :	21	3.50	4.00	0.11
CONFERENCE SEMINARS :	4	1.50	5.00	0.08
OTHER :	30	4.00	6.00	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	19	6.00	0.00	0.12
E. COMMUNICATIONS ACTIVITIES :	1	0.50	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	1.50	0.00	0.03
FROM TERRITORIES :	7	1.50	1.00	0.04
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.50	0.00	0.01
HOST GOVERNMENT :	10	1.50	0.00	0.03
OTHER DEPARTMENT :	5	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	12	2.50	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.00	0.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		16.00	0.00	0.32
K. SERVICE TO OTHER MISSION PROGRAMS :		12.50	0.00	0.25
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 42  
FROM TERRIT : 3

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 1