

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : LISBON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	102	21.00	20.00	0.41
FROM TERRITORIES	43	8.00	5.00	0.13
B. VISITS TO CLIENTS IN TERRITORY VISITS	22	9.00	8.00	0.17
C. EXPORT PROMOTION PROJECTS & EVENTS FAIRS	1	6.00	4.00	0.10
MISSIONS	2	4.00	4.00	0.08
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	9	6.00	6.00	0.12
E. INVESTMENT/PROMOTION ENQUIRIES FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	1	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	11	16.00	20.00	0.36
FROM OTHER GOV'T SOURCES- CONTACTS	8	2.00	1.00	0.03
- REPORTS	3	5.00	2.00	0.07
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		4.00	0.00	0.04
LEAVE, PROFESSIONAL DEVELOP		15.00	30.00	0.45
J. SERVICE TO OTHER MISSION PROGRAMS		4.00	0.00	0.04
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 24  
FROM TERRIT : 43

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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