

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	900	25.00	25.00	1.25
FROM TERRITORIES :	968	15.00	23.33	1.00
B.VISITS TO CLIENTS IN TERRITORY :	226	12.50	13.33	0.65
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	10	1.00	6.66	0.22
MISSIONS :	17	0.50	1.66	0.06
CONFERENCE SEMINARS :	13	2.00	0.66	0.06
OTHER :	111	3.00	7.33	0.28
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	6.50	1.00	0.16
POST INITIATED :	33	3.50	2.66	0.15
E.COMMUNICATIONS ACTIVITIES :	42	4.00	0.66	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	61	2.50	0.66	0.07
FROM TERRITORIES :	79	7.50	1.33	0.19
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.33	0.01
CONNECTIONS ARRANGED :	1	0.00	0.33	0.01
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	42	1.00	1.66	0.07
HOST GOVERNMENT :	22	1.00	1.33	0.06
OTHER DEPARTMENT :	28	2.00	0.66	0.06
PROVINCES/MUNICIPALITIES :	33	1.50	1.33	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.50	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP :		9.00	10.00	0.48
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
***** TOTALS *****		100.00	99.92	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 360  
FROM TERRIT : 378

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 33

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 3