

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	858	22.50	23.33	1.15
FROM TERRITORIES :	592	15.00	20.00	0.90
B.VISITS TO CLIENTS IN TERRITORY :	205	15.00	16.66	0.80
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	5.00	0.15
MISSIONS :	1	2.50	0.00	0.05
CONFERENCE SEMINARS :	1	2.50	0.00	0.05
OTHER :	15	2.50	5.00	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	7.50	1.66	0.20
POST INITIATED :	3	2.50	1.66	0.10
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	21	2.50	1.00	0.08
FROM TERRITORIES :	2	1.50	1.00	0.06
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 :	16	2.50	1.66	0.10
HOST GOVERNMENT :	7	1.00	1.66	0.07
OTHER DEPARTMENT :	3	0.50	1.00	0.04
PROVINCES/MUNICIPALITIES :	2	1.50	1.00	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		15.50	19.00	0.88
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.33	0.01
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	19
FROM TERRIT :	9
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	118
FROM TERRIT :	357
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	7
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3