

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : MANILA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	745	20.00	20.00	1.00
FROM TERRITORIES :	307	10.00	6.66	0.40
B. VISITS TO CLIENTS IN TERRITORY :	150	10.00	11.66	0.55
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	5.00	10.00	0.40
MISSIONS :	8	2.50	5.00	0.20
CONFERENCE SEMINARS :	9	2.50	1.66	0.10
OTHER :	4	1.00	1.66	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	51	15.00	10.00	0.60
POST INITIATED :	50	15.00	15.33	0.76
E. COMMUNICATIONS ACTIVITIES :	12	7.50	8.33	0.40
F. INVESTMENT ENQUIRIES				
FROM CANADA :	29	2.50	1.66	0.10
FROM TERRITORIES :	33	1.00	1.66	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	1.66	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.00	1.00	0.05
HOST GOVERNMENT :	59	0.50	1.00	0.04
OTHER DEPARTMENT :	20	1.00	0.33	0.03
PROVINCES/MUNICIPALITIES :	33	1.50	1.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.50	0.33	0.02
LEAVE, PROFESSIONAL DEVELOP :		0.50	0.33	0.02
K. SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.33	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.33	0.01
***** TOTALS *****		100.00	99.93	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	6
	FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	107
	FROM TERRIT :	39
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	3