

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	299	10.00	20.00	1.00
FROM TERRITORIES :	423	20.00	20.00	1.20
B.VISITS TO CLIENTS IN TERRITORY :	101	15.00	13.00	0.82
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	1.00	0.04
MISSIONS :	1	0.00	2.00	0.08
CONFERENCE SEMINARS :	1	5.00	0.00	0.10
OTHER :	1	0.00	7.00	0.28
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	0.00	2.00	0.08
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	1	5.00	1.00	0.14
F.INVESTMENT ENQUIRIES				
FROM CANADA :	4	5.00	3.00	0.22
FROM TERRITORIES :	10	5.00	6.00	0.34
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	2.00	0.08
CONNECTIONS ARRANGED :	3	0.00	1.00	0.04
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	0.00	2.00	0.08
OTHER DEPARTMENT :	8	0.00	2.00	0.08
PROVINCES/MUNICIPALITIES :	3	5.00	1.00	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	0.00	0.50
LEAVE, PROFESSIONAL DEVELOP :		0.00	17.00	0.68
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 57
FROM TERRIT : 111

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4