

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : LISBON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	242	10.00	32.50	0.75
FROM TERRITORIES :	218	5.00	30.00	0.65
B.VISITS TO CLIENTS IN TERRITORY :	42	15.00	5.00	0.25
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	4	10.00	3.00	0.16
CONFERENCE SEMINARS :	4	5.00	3.00	0.11
OTHER :	1	1.00	1.50	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	2.00	2.00	0.06
POST INITIATED :	3	3.00	0.00	0.03
E.COMMUNICATIONS ACTIVITIES :	6	1.00	1.00	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	12	5.00	3.00	0.11
FROM TERRITORIES :	7	1.00	3.00	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	1.00	3.00	0.07
CONNECTIONS ARRANGED :	1	1.00	3.00	0.07
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	2.00	0.00	0.02
HOST GOVERNMENT :	11	5.00	2.00	0.09
OTHER DEPARTMENT :	10	6.00	2.00	0.10
PROVINCES/MUNICIPALITIES :	6	2.00	1.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		5.00	5.00	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 40  
FROM TERRIT : 10  
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 26  
FROM TERRIT : 47

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 2

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 1  
- LOCALLY ENGAGED : 2