

25/01/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

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

SUB-REGION: SOUTH EAST ASIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 4704	21.65	29.74	7.49
FROM TERRITORIES	: 4362	15.15	22.61	5.51
B. VISITS TO CLIENTS IN TERRITORY	: 842	10.43	13.74	3.52
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 25	5.50	2.66	1.17
MISSIONS	: 34	7.93	3.80	1.68
CONFERENCE SEMINARS	: 33	3.21	2.47	0.82
OTHER	: 15	4.50	2.53	1.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 58	3.42	4.27	1.12
POST INITIATED	: 64	3.21	3.60	0.99
E. COMMUNICATIONS ACTIVITIES	: 54	2.86	1.20	0.58
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 85	1.14	2.47	0.53
FROM TERRITORIES	: 30	0.64	1.07	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 12	0.21	0.27	0.07
CONNECTIONS ARRANGED	: 4	0.00	0.07	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	: 0	2.71	0.07	0.39
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 81	1.14	0.93	0.30
HOST GOVERNMENT	: 124	2.21	1.46	0.53
OTHER DEPARTMENT	: 133	2.86	1.40	0.61
PROVINCES/MUNICIPALITIES	: 148	3.50	2.46	0.86
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 3.57	1.00	0.65	
LEAVE, PROFESSIONAL DEVELOP	: 2.50	1.33	0.55	
K. SERVICE TO OTHER MISSION PROGRAMS	: 1.36	0.60	0.28	
L. TOURISM PROGRAM ACTIVITIES	: 0.29	0.27	0.08	
***** TOTALS *****		99.99	100.02	29.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 240
	FROM TERRIT	: 116
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 1080
	FROM TERRIT	: 417
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 19
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED	: 14
	- LOCALLY ENGAGED	: 15