

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : SINGAPORE

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|--|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 932 | 28.00 | 25.00 | 1.31 |
| FROM TERRITORIES : | 698 | 21.50 | 23.33 | 1.13 |
| B. VISITS TO CLIENTS IN TERRITORY : | 231 | 14.00 | 18.00 | 0.82 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 2 | 0.00 | 10.00 | 0.30 |
| MISSIONS : | 5 | 1.00 | 1.00 | 0.05 |
| CONFERENCE SEMINARS : | 4 | 1.00 | 0.66 | 0.04 |
| OTHER : | 135 | 7.00 | 6.66 | 0.34 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 0 | 0.00 | 0.00 | 0.00 |
| POST INITIATED : | 13 | 0.50 | 1.66 | 0.06 |
| E. COMMUNICATIONS ACTIVITIES : | 3 | 0.00 | 0.66 | 0.02 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 127 | 5.00 | 0.66 | 0.12 |
| FROM TERRITORIES : | 0 | 0.00 | 0.00 | 0.00 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 10 | 2.00 | 1.33 | 0.08 |
| CONNECTIONS ARRANGED : | 4 | 0.50 | 0.66 | 0.03 |
| H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST : | | 1.00 | 0.00 | 0.02 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 10 | 2.50 | 0.00 | 0.05 |
| HOST GOVERNMENT : | 5 | 1.50 | 0.00 | 0.03 |
| OTHER DEPARTMENT : | 3 | 0.50 | 0.66 | 0.03 |
| PROVINCES/MUNICIPALITIES : | 21 | 4.00 | 0.33 | 0.09 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 1.00 | 0.00 | 0.02 |
| LEAVE, PROFESSIONAL DEVELOP : | | 8.00 | 9.33 | 0.44 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 1.00 | 0.00 | 0.02 |
| L. TOURISM PROGRAM ACTIVITIES : | | 0.00 | 0.00 | 0.00 |
| ***** TOTALS ***** | | 100.00 | 99.94 | 5.00 |

| | | |
|--|---------------|-----|
| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) | FROM CANADA : | 31 |
| | FROM TERRIT : | 23 |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA : | 108 |
| | FROM TERRIT : | 203 |

| | | |
|--|---|----|
| NUMBER OF PEMD APPLICATIONS COMMENTED ON | : | 30 |
|--|---|----|

| | | |
|--------------------------------------|--------------------|---|
| NUMBER OF OCCUPIED OFFICER POSITIONS | -CANADA BASED : | 2 |
| | -LOCALLY ENGAGED : | 3 |