

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : HARARE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	113	20.00	20.00	0.40
FROM TERRITORIES :	192	10.00	25.00	0.35
B.VISITS TO CLIENTS IN TERRITORY :	94	10.00	20.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	10.00	5.00	0.15
MISSIONS :	3	5.00	5.00	0.10
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	0.00	5.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	5.00	0.07
POST INITIATED :	9	5.00	5.00	0.10
E.COMMUNICATIONS ACTIVITIES :	2	5.00	0.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	2.00	5.00	0.07
FROM TERRITORIES :	6	4.00	5.00	0.09
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.00	0.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	1	1.00	0.00	0.01
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.00	0.05
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	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 33  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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