

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : LISBON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	155	10.00	32.00	0.42
FROM TERRITORIES :	218	5.00	18.00	0.23
B. VISITS TO CLIENTS IN TERRITORY :	50	15.00	8.00	0.23
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	10.00	0.00	0.10
CONFERENCE SEMINARS :	2	3.00	0.00	0.03
OTHER :	3	7.00	0.00	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	10.00	16.00	0.26
POST INITIATED :	8	12.00	0.00	0.12
E. COMMUNICATIONS ACTIVITIES :	13	15.00	0.00	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	2.00	0.00	0.02
FROM TERRITORIES :	9	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	0.00	3.00	0.03
HOST GOVERNMENT :	4	1.00	1.00	0.02
OTHER DEPARTMENT :	15	5.00	20.00	0.25
PROVINCES/MUNICIPALITIES :	2	0.00	2.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	4
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	11
FROM TERRIT :	3
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	1
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	1