

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/06/20

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	352	10.00	20.00	1.00
FROM TERRITORIES :	601	20.00	20.00	1.20
B. VISITS TO CLIENTS IN TERRITORY :	100	10.00	16.25	0.85
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	7.50	3.75	0.30
MISSIONS :	4	0.00	3.75	0.15
CONFERENCE SEMINARS :	1	0.00	1.25	0.05
OTHER :	3	2.50	2.50	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	83	2.50	2.50	0.15
POST INITIATED :	5	5.00	2.50	0.20
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	2.50	2.50	0.15
FROM TERRITORIES :	17	2.50	5.00	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	9	0.00	1.25	0.05
CONNECTIONS ARRANGED :	5	0.00	2.50	0.10
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	2.50	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	8	0.00	1.25	0.05
OTHER DEPARTMENT :	21	2.50	5.00	0.25
PROVINCES/MUNICIPALITIES :	15	7.50	2.50	0.25
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	1.25	0.45
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.50	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	1.25	0.15
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 117
FROM TERRIT : 200

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 18

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4