

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : LISBON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIM PERSON-QT
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	132	15.00	25.00	0.40
FROM TERRITORIES :	159	1.00	5.00	0.06
B. VISITS TO CLIENTS IN TERRITORY :	41	5.00	5.00	0.10
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	5	10.00	15.00	0.25
CONFERENCE SEMINARS :	1	5.00	0.00	0.05
OTHER :	1	2.00	5.00	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	5.00	0.00	0.05
POST INITIATED :	5	3.00	0.00	0.03
E. COMMUNICATIONS ACTIVITIES :	4	2.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	28	2.00	0.00	0.02
FROM TERRITORIES :	6	0.00	0.00	0.00
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	0.00	5.00	0.05
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	5	2.00	5.00	0.07
PROVINCES/MUNICIPALITIES :	4	1.00	5.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		30.00	30.00	0.60
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 (PUBLIC SECTOR) FROM CANADA : 8

FROM TERRIT : 3

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 19

FROM TERRIT : 21

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 1