

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	382	10.00	28.00	1.32
FROM TERRITORIES :	596	7.50	27.50	1.25
B.VISITS TO CLIENTS IN TERRITORY :	177	9.50	9.75	0.58
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	4	0.50	3.00	0.13
MISSIONS :	5	2.50	2.25	0.14
CONFERENCE SEMINARS :	8	5.00	1.00	0.14
OTHER :	3	0.00	2.75	0.11
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	1.00	1.25	0.07
POST INITIATED :	15	4.00	0.75	0.11
E.COMMUNICATIONS ACTIVITIES :	7	3.00	3.75	0.21
F.INVESTMENT ENQUIRIES FROM CANADA :	8	1.00	0.75	0.05
FROM TERRITORIES :	10	2.50	0.50	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	18	3.50	1.25	0.12
CONNECTIONS ARRANGED :	9	0.00	0.75	0.03
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	1.25	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	3.00	1.50	0.12
HOST GOVERNMENT :	4	0.50	0.25	0.02
OTHER DEPARTMENT :	11	1.00	4.50	0.20
PROVINCES/MUNICIPALITIES :	5	1.00	0.50	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		27.00	1.25	0.59
LEAVE, PROFESSIONAL DEVELOP :		10.00	2.25	0.29
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	5.25	0.31
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 88
FROM TERRIT : 1176

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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