

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BEIJING

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	524	21.00	25.00	2.35
FROM TERRITORIES :	484	6.00	20.00	0.80
B.VISITS TO CLIENTS IN TERRITORY :	259	11.00	24.00	1.34
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	0.00	0.00
MISSIONS :	27	9.00	3.00	0.93
CONFERENCE SEMINARS :	8	14.00	4.00	1.44
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	3.00	0.00	0.30
POST INITIATED :	20	2.00	3.00	0.23
E.COMMUNICATIONS ACTIVITIES :	34	3.00	7.00	0.37
F.INVESTMENT ENQUIRIES FROM CANADA :	4	0.00	1.00	0.01
FROM TERRITORIES :	33	1.00	5.00	0.15
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.00	1.00	0.11
HOST GOVERNMENT :	28	1.00	1.00	0.11
OTHER DEPARTMENT :	55	5.00	1.00	0.51
PROVINCES/MUNICIPALITIES :	44	3.00	1.00	0.31
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	2.00	0.82
LEAVE, PROFESSIONAL DEVELOP :		7.00	0.00	0.70
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	2.00	0.32
***** TOTALS *****		100.00	100.00	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 190
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 10
- LOCALLY-ENGAGED : 1