

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 274	10.00	23.75	1.05
FROM TERRITORIES	: 431	5.00	23.75	1.00
B.VISITS TO CLIENTS IN TERRITORY	: 92	10.00	5.00	0.30
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 2	5.00	11.25	0.50
MISSIONS	: 4	5.00	5.00	0.25
CONFERENCE SEMINARS	: 4	5.00	2.50	0.15
OTHER	: 0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 0	0.00	0.00	0.00
POST INITIATED	: 4	5.00	3.75	0.20
E.COMMUNICATIONS ACTIVITIES	: 1	0.00	1.25	0.05
F.INVESTMENT ENQUIRIES FROM CANADA	: 5	5.00	6.25	0.30
FROM TERRITORIES	: 7	5.00	5.00	0.25
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 4	0.00	1.25	0.05
CONNECTIONS ARRANGED	: 3	0.00	1.25	0.05
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	1.25	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 14	5.00	1.25	0.10
OTHER DEPARTMENT	: 5	5.00	1.25	0.10
PROVINCES/MUNICIPALITIES	: 11	5.00	2.50	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 20.00	0.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP	: 0.00	0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS	: 5.00	1.25	0.10	
L.TOURISM PROGRAM ACTIVITIES	: 5.00	2.50	0.15	
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 12
	FROM TERRIT	: 20
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 56
	FROM TERRIT	: 90
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 1
	-LOCALLY ENGAGED	: 4