

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : BEIJING

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	259	26.75	20.00	2.34
FROM TERRITORIES :	141	10.75	29.00	1.15
B.VISITS TO CLIENTS IN TERRITORY :	74	9.50	20.00	0.96
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	4.37	3.00	0.38
MISSIONS :	7	5.62	0.00	0.45
CONFERENCE SEMINARS :	5	1.87	4.00	0.19
OTHER :	2	1.87	0.00	0.15
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	1.25	0.00	0.10
POST INITIATED :	12	1.87	0.00	0.15
E.COMMUNICATIONS ACTIVITIES :	1	0.62	0.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.12	0.00	0.01
FROM TERRITORIES :	6	1.00	2.00	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	0.62	0.00	0.05
CONNECTIONS ARRANGED :	3	2.50	0.00	0.20
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		7.75	4.00	0.66
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	2.00	0.02
HOST GOVERNMENT :	3	0.50	4.00	0.08
OTHER DEPARTMENT :	14	2.62	0.00	0.21
PROVINCES/MUNICIPALITIES :	5	0.50	2.00	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.37	2.00	0.77
LEAVE, PROFESSIONAL DEVELOP :		8.12	6.00	0.71
K.SERVICE TO OTHER MISSION PROGRAMS :		2.37	2.00	0.21
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 134
FROM TERRIT : 180

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 8
- LOCALLY-ENGAGED : 1