

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : SINGAPORE

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	413	15.50	28.00	0.87
FROM TERRITORIES	280	10.00	16.50	0.53
B. VISITS TO CLIENTS IN TERRITORY VISITS	127	5.50	32.00	0.75
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	12.50	12.50	0.50
MISSIONS	1	2.50	2.50	0.10
OTHER	2	0.50	2.50	0.06
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	23	5.00	2.00	0.14
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	8	1.50	0.00	0.03
FROM TERRITORIES	4	1.50	0.50	0.04
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	2	0.00	0.50	0.01
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	22	4.50	0.00	0.09
FROM OTHER GOV'T SOURCES- CONTACTS	45	3.00	2.50	0.11
- REPORTS	5	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP		33.00	0.50	0.67
J. SERVICE TO OTHER MISSION PROGRAMS		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 89
FROM TERRIT : 190

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 23

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