

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	253	20.00	33.75	1.55
FROM TERRITORIES :	704	0.00	37.00	1.48
B.VISITS TO CLIENTS IN TERRITORY :	65	10.00	7.25	0.39
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	5.00	0.75	0.08
MISSIONS :	4	5.00	4.00	0.21
CONFERENCE SEMINARS :	3	0.00	3.00	0.12
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	5.00	1.25	0.10
POST INITIATED :	0	5.00	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	3	0.00	1.25	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	4	10.00	0.50	0.12
FROM TERRITORIES :	6	0.00	1.25	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	5.00	0.50	0.07
CONNECTIONS ARRANGED :	2	0.00	0.25	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.00	0.04
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	0.00	0.50	0.02
HOST GOVERNMENT :	21	0.00	2.75	0.11
OTHER DEPARTMENT :	6	0.00	1.25	0.05
PROVINCES/MUNICIPALITIES :	3	0.00	2.75	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	1.00	0.24
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		15.00	0.00	0.15
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	4
FROM TERRIT :	17
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	36
FROM TERRIT :	64
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	4