

23/07/91

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : SINGAPORE

|   | NUMBER | % OFFICER-TIME |         | TOTAL-TIME<br>PERSON-QTR |
|---|--------|----------------|---------|--------------------------|
|   |        | CANADA         | LOC-ENG |                          |
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :    | 1044   | 22.50          | 26.66   | 1.25                     |
| FROM TERRITORIES :                                | 796    | 17.50          | 26.66   | 1.15                     |
| B. VISITS TO CLIENTS IN TERRITORY :               | 252    | 17.50          | 18.33   | 0.90                     |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS        |        |                |         |                          |
| FAIRS :   | 2      | 1.00           | 0.00    | 0.02                     |
| MISSIONS :  | 11     | 2.00           | 3.66    | 0.15                     |
| CONFERENCE SEMINARS :                             | 7      | 2.50           | 0.66    | 0.07                     |
| OTHER :   | 88     | 2.00           | 5.00    | 0.19                     |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :    | 5      | 2.00           | 0.00    | 0.04                     |
| POST INITIATED :                                  | 27     | 4.00           | 4.33    | 0.21                     |
| E. COMMUNICATIONS ACTIVITIES :                    | 13     | 2.50           | 0.00    | 0.05                     |
| F. INVESTMENT ENQUIRIES FROM CANADA :             | 62     | 2.50           | 2.66    | 0.13                     |
| FROM TERRITORIES :                                | 17     | 3.00           | 0.00    | 0.06                     |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :  | 14     | 2.00           | 1.33    | 0.08                     |
| CONNECTIONS ARRANGED :                            | 4      | 1.00           | 1.00    | 0.05                     |
| H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST : |        | 1.50           | 0.00    | 0.03                     |
| I. SERVICE REQUESTS FM GOV'T SOURCES              |        |                |         |                          |
| NGO :   | 33     | 3.50           | 0.66    | 0.09                     |
| HOST GOVERNMENT :                                 | 9      | 2.00           | 0.66    | 0.06                     |
| OTHER DEPARTMENT :                                | 17     | 2.00           | 1.33    | 0.08                     |
| PROVINCES/MUNICIPALITIES :                        | 38     | 5.00           | 0.00    | 0.10                     |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:   |        | 1.50           | 0.00    | 0.03                     |
| LEAVE, PROFESSIONAL DEVELOP :                     |        | 0.00           | 7.00    | 0.21                     |
| K. SERVICE TO OTHER MISSION PROGRAMS :            |        | 2.50           | 0.00    | 0.05                     |
| L. TOURISM PROGRAM ACTIVITIES :                   |        | 0.00           | 0.00    | 0.00                     |
| ***** TOTALS *****                                |        | 100.00         | 99.94   | 5.00                     |

NUMBER OF BUSINESS VISITORS FROM CANADA : 183  
FROM TERRIT : 358

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 32

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 3