

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : LISBON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	84	16.00	34.00	0.50
FROM TERRITORIES :	41	10.00	8.00	0.18
B. VISITS TO CLIENTS IN TERRITORY :	14	6.00	2.00	0.08
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	10.00	12.00	0.22
MISSIONS :	2	8.00	11.00	0.19
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	10.00	22.00	0.32
POST INITIATED :	8	11.00	4.00	0.15
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	9	3.00	5.00	0.08
PROVINCES/MUNICIPALITIES :	3	4.00	2.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		8.00	0.00	0.08
K. SERVICE TO OTHER MISSION PROGRAMS :		8.00	0.00	0.08
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 25
FROM TERRIT : 3

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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