

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : HONG KONG

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	783	5.00	16.80	0.94
FROM TERRITORIES :	1987	6.00	24.00	1.32
B.VISITS TO CLIENTS IN TERRITORY :	324	7.50	2.00	0.25
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	4.00	8.00	0.48
MISSIONS :	2	15.00	6.00	0.60
CONFERENCE SEMINARS :	2	3.00	3.60	0.24
OTHER :	2	1.00	0.40	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	18	5.00	2.20	0.21
POST INITIATED :	37	5.00	4.80	0.34
E.COMMUNICATIONS ACTIVITIES :	12	4.00	0.00	0.08
F.INVESTMENT ENQUIRIES FROM CANADA :	59	5.00	9.00	0.55
FROM TERRITORIES :	47	5.00	9.00	0.55
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.40	0.17
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	28	2.00	1.80	0.13
HOST GOVERNMENT :	75	1.50	3.40	0.20
OTHER DEPARTMENT :	41	1.50	2.60	0.16
PROVINCES/MUNICIPALITIES :	29	2.00	2.20	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.50	0.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		12.50	0.20	0.26
K.SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.60	0.06
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 589
FROM TERRIT : 737

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 5