

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : LISBON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	114	5.00	36.00	0.41
FROM TERRITORIES :	91	2.00	7.00	0.09
B. VISITS TO CLIENTS IN TERRITORY :	58	15.00	6.00	0.21
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	10.00	2.00	0.12
MISSIONS :	5	25.00	21.00	0.46
CONFERENCE SEMINARS :	2	3.00	0.00	0.03
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	10.00	12.00	0.22
POST INITIATED :	6	5.00	8.00	0.13
E. COMMUNICATIONS ACTIVITIES :	2	5.00	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	12	2.00	0.00	0.02
FROM TERRITORIES :	6	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	2.00	0.02
HOST GOVERNMENT :	2	0.00	0.00	0.00
OTHER DEPARTMENT :	5	3.00	3.00	0.06
PROVINCES/MUNICIPALITIES :	1	2.00	2.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		2.00	1.00	0.03
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	33
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	57
FROM TERRIT :	12
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	8
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	1