

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : BEIJING

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|--|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 373 | 28.14 | 31.00 | 2.59 |
| FROM TERRITORIES : | 186 | 8.42 | 42.50 | 1.44 |
| B. VISITS TO CLIENTS IN TERRITORY : | 134 | 14.71 | 16.50 | 1.36 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 0 | 0.00 | 0.00 | 0.00 |
| MISSIONS : | 12 | 2.85 | 0.50 | 0.21 |
| CONFERENCE SEMINARS : | 6 | 4.00 | 0.00 | 0.28 |
| OTHER : | 0 | 0.00 | 0.00 | 0.00 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 6 | 1.57 | 0.00 | 0.11 |
| POST INITIATED : | 11 | 3.57 | 0.00 | 0.25 |
| E. COMMUNICATIONS ACTIVITIES : | 5 | 1.14 | 0.50 | 0.09 |
| F. INVESTMENT ENQUIRIES FROM CANADA : | 2 | 0.14 | 0.50 | 0.02 |
| FROM TERRITORIES : | 8 | 1.00 | 0.00 | 0.07 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 6 | 0.85 | 0.00 | 0.06 |
| CONNECTIONS ARRANGED : | 7 | 0.85 | 0.00 | 0.06 |
| H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST : | | 0.71 | 2.50 | 0.10 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 4 | 1.14 | 0.50 | 0.09 |
| HOST GOVERNMENT : | 18 | 1.14 | 1.50 | 0.11 |
| OTHER DEPARTMENT : | 25 | 3.85 | 0.50 | 0.28 |
| PROVINCES/MUNICIPALITIES : | 39 | 4.00 | 1.50 | 0.31 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : | | 18.42 | 1.00 | 1.31 |
| LEAVE, PROFESSIONAL DEVELOP : | | 2.42 | 0.00 | 0.17 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 1.00 | 1.00 | 0.09 |
| L. TOURISM PROGRAM ACTIVITIES : | | 0.00 | 0.00 | 0.00 |
| ***** TOTALS ***** | | 99.92 | 100.00 | 9.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 159
FROM TERRIT : 198

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 17

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 7
- LOCALLY-ENGAGED : 2