

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 : BEIJING

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------|--------------------------|---------|--------------------------|
| | ----- | ----- | ----- | ----- |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 444 | 20.85 | 17.00 | 1.80 |
| FROM TERRITORIES : | 216 | 8.00 | 18.00 | 0.92 |
| B.VISITS TO CLIENTS IN TERRITORY : | 277 | 15.00 | 25.00 | 1.55 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 0 | 0.00 | 0.00 | 0.00 |
| MISSIONS : | 16 | 9.28 | 12.50 | 0.90 |
| CONFERENCE SEMINARS : | 7 | 2.85 | 0.00 | 0.20 |
| OTHER : | 1 | 1.14 | 0.00 | 0.08 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 10 | 2.57 | 0.00 | 0.18 |
| POST INITIATED : | 29 | 4.71 | 2.00 | 0.37 |
| E.COMMUNICATIONS ACTIVITIES : | 3 | 0.85 | 0.00 | 0.06 |
| F.INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 5 | 0.14 | 0.50 | 0.02 |
| FROM TERRITORIES : | 12 | 0.71 | 0.00 | 0.05 |
| G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 13 | 0.57 | 0.00 | 0.04 |
| CONNECTIONS ARRANGED : | 3 | 0.28 | 0.00 | 0.02 |
| H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST : | | 7.14 | 0.00 | 0.50 |
| I.SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 28 | 1.57 | 2.00 | 0.15 |
| HOST GOVERNMENT : | 29 | 1.42 | 0.50 | 0.11 |
| OTHER DEPARTMENT : | 33 | 4.42 | 0.00 | 0.31 |
| PROVINCES/MUNICIPALITIES : | 34 | 3.57 | 2.00 | 0.29 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 10.28 | 7.50 | 0.87 |
| LEAVE, PROFESSIONAL DEVELOP : | | 0.85 | 13.00 | 0.32 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 3.71 | 0.00 | 0.26 |
| L.TOURISM PROGRAM ACTIVITIES : | | 0.00 | 0.00 | 0.00 |
| ***** TOTALS ***** | | 99.91 | 100.00 | 9.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 98
FROM TERRIT : 115

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 37

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