

SECTION #1: WORKLOAD

1.1 Please allocate the percentage of time, including overtime, receptions and official functions, that you spend in an average month supporting the following clients or groups:

- A. Non-export ready Canadian business clients
- B. Export ready Canadian business clients
- C. Non-Canadian business clients (local firms)
- D. Other Government Departments, provinces, municipalities, and industry associations (including Trade Missions, reports to Industry Canada, etc.)
- E. DFAIT Headquarters in Ottawa (all Divisions)
- F. Management of Post Commercial Program (administration, recruiting, budgeting, appraisals)
- G. Other Post Programs (Consular, Political, Aid and Development, Immigration, Post Administration, Head of Mission, etc.)
- H. Other, please specify:

% of time/month	
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
100 %	

WORKLOAD DISTRIBUTION MUST TOTAL:

1.2 Please allocate the percentage of time, including overtime, receptions and official functions, that you spend in an average month, performing or supporting the following activities:

- A. Trade development activities initiated by your Post/Division (to promote exports, licensing agreements, joint ventures and investment from Canada to your territory)
- B. Trade development activities in response to inquiries or requests
- C. Investment development activities initiated by your Post/Division (in support of investment from your territory into Canada)
- D. Investment development activities in response to inquiries or requests (in support of investment from your territory into Canada)
- E. Science and Technology transfer activities initiated by your Post/Division
- F. Science and Technology transfer activities in response to inquiries or requests
- G. Other activities (administration, supporting other Post programs, budgeting, appraisals, serving Head of Mission initiatives, etc.)

% of time/month	
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
_____	%
100 %	

WORKLOAD DISTRIBUTION MUST TOTAL: