

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : WELLINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	171	13.00	27.00	1.07
FROM TERRITORIES :	172	13.00	23.33	0.96
B.VISITS TO CLIENTS IN TERRITORY :	101	20.00	16.33	0.89
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	3	1.00	3.33	0.12
MISSIONS :	2	2.50	2.66	0.13
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	0.33	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.50	0.00	0.05
POST INITIATED :	8	5.00	2.00	0.16
E.COMMUNICATIONS ACTIVITIES :	2	2.50	0.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	4	3.50	0.00	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		14.00	0.00	0.28
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	1	3.50	0.00	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	3.33	0.36
LEAVE, PROFESSIONAL DEVELOP :		1.50	21.66	0.68
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
***** TOTALS *****		100.00	99.97	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 30
FROM TERRIT : 55

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3