

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : LONDON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1173	16.62	15.60	2.89
FROM TERRITORIES :	1209	9.12	13.90	2.12
B. VISITS TO CLIENTS IN TERRITORY :	199	8.50	3.10	0.99
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	3.62	1.30	0.42
MISSIONS :	4	0.00	0.60	0.06
CONFERENCE SEMINARS :	16	1.12	1.20	0.21
OTHER :	9	3.75	0.30	0.33
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	43	3.50	0.10	0.29
POST INITIATED :	75	8.50	1.70	0.85
E. COMMUNICATIONS ACTIVITIES :	7	1.25	1.00	0.20
F. INVESTMENT ENQUIRIES				
FROM CANADA :	9	1.62	0.00	0.13
FROM TERRITORIES :	56	3.87	0.20	0.33
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.87	0.00	0.07
CONNECTIONS ARRANGED :	2	1.12	0.00	0.09
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		2.12	2.00	0.37
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	32	3.37	0.20	0.29
HOST GOVERNMENT :	29	4.50	0.30	0.39
OTHER DEPARTMENT :	107	6.87	1.90	0.74
PROVINCES/MUNICIPALITIES :	111	2.37	1.70	0.36
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.37	1.50	0.82
LEAVE, PROFESSIONAL DEVELOP :		8.50	3.30	1.01
K. SERVICE TO OTHER MISSION PROGRAMS :		0.37	0.10	0.04
L. TOURISM PROGRAM ACTIVITIES :		0.00	50.00	5.00
***** TOTALS *****		99.93	100.00	18.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	30
	FROM TERRIT :	38
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	80
	FROM TERRIT :	308
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		40
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	8
	-LOCALLY ENGAGED :	10