

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	265	0.00	29.50	1.18
FROM TERRITORIES :	713	0.00	29.75	1.19
B.VISITS TO CLIENTS IN TERRITORY :	64	0.00	6.50	0.26
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	0.00	5.25	0.21
MISSIONS :	3	0.00	5.25	0.21
CONFERENCE SEMINARS :	3	0.00	0.75	0.03
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	0.00	2.75	0.11
POST INITIATED :	3	0.00	0.75	0.03
E.COMMUNICATIONS ACTIVITIES :	3	0.00	0.75	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	11	0.00	1.50	0.06
FROM TERRITORIES :	13	0.00	1.00	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	0.00	0.50	0.02
CONNECTIONS ARRANGED :	4	0.00	0.25	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.25	0.01
HOST GOVERNMENT :	13	0.00	2.25	0.09
OTHER DEPARTMENT :	2	0.00	0.25	0.01
PROVINCES/MUNICIPALITIES :	4	0.00	4.50	0.18
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	1.75	0.07
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.00	0.04
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	5.50	0.22
***** TOTALS *****		0.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	14
	FROM TERRIT :	31
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	40
	FROM TERRIT :	63

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	2
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	0
	-LOCALLY ENGAGED :	4