

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : LONDON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	640	11.16	28.00	2.07
FROM TERRITORIES :	1440	11.33	26.00	1.98
B. VISITS TO CLIENTS IN TERRITORY :	119	10.50	4.80	0.87
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	3.83	4.00	0.43
MISSIONS :	6	9.16	0.40	0.57
CONFERENCE SEMINARS :	11	0.83	0.20	0.06
OTHER :	19	2.00	2.00	0.22
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	54	6.66	1.60	0.48
POST INITIATED :	110	17.00	3.60	1.20
E. COMMUNICATIONS ACTIVITIES :	17	0.33	6.80	0.36
F. INVESTMENT ENQUIRIES				
FROM CANADA :	14	2.16	0.40	0.15
FROM TERRITORIES :	53	4.83	0.40	0.31
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	1.66	0.40	0.12
CONNECTIONS ARRANGED :	1	0.16	0.00	0.01
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		2.00	5.60	0.40
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	0.66	0.00	0.04
HOST GOVERNMENT :	9	0.50	0.40	0.05
OTHER DEPARTMENT :	55	2.16	0.80	0.17
PROVINCES/MUNICIPALITIES :	47	2.00	1.60	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.33	3.00	0.35
LEAVE, PROFESSIONAL DEVELOP :		7.66	9.80	0.95
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.20	0.01
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.92	100.00	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	36
FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	106
FROM TERRIT :	104
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	13
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	6
-LOCALLY ENGAGED :	5