

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : BEIJING

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	373	28.14	31.00	2.59
FROM TERRITORIES :	186	8.42	42.50	1.44
B. VISITS TO CLIENTS IN TERRITORY :	134	14.71	16.50	1.36
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	12	2.85	0.50	0.21
CONFERENCE SEMINARS :	6	4.00	0.00	0.28
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	1.57	0.00	0.11
POST INITIATED :	11	3.57	0.00	0.25
E. COMMUNICATIONS ACTIVITIES :	5	1.14	0.50	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	2	0.14	0.50	0.02
FROM TERRITORIES :	8	1.00	0.00	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.85	0.00	0.06
CONNECTIONS ARRANGED :	7	0.85	0.00	0.06
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.71	2.50	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	1.14	0.50	0.09
HOST GOVERNMENT :	18	1.14	1.50	0.11
OTHER DEPARTMENT :	25	3.85	0.50	0.28
PROVINCES/MUNICIPALITIES :	39	4.00	1.50	0.31
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		18.42	1.00	1.31
LEAVE, PROFESSIONAL DEVELOP :		2.42	0.00	0.17
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.00	0.09
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.92	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 159
FROM TERRIT : 198

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 17

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 7
- LOCALLY-ENGAGED : 2