

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : SINGAPORE

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1243	30.00	28.33	1.45
FROM TERRITORIES :	945	22.50	25.00	1.20
B. VISITS TO CLIENTS IN TERRITORY :	251	17.50	20.00	0.95
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	3.00	5.00	0.21
MISSIONS :	3	5.00	3.33	0.20
CONFERENCE SEMINARS :	1	0.00	0.33	0.01
OTHER :	3	2.50	1.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	4.00	0.66	0.10
POST INITIATED :	3	1.00	1.66	0.07
E. COMMUNICATIONS ACTIVITIES :	2	1.50	0.66	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	43	3.00	0.66	0.08
FROM TERRITORIES :	3	1.50	0.00	0.03
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	1.00	0.05
HOST GOVERNMENT :	4	1.00	1.00	0.05
OTHER DEPARTMENT :	35	1.50	3.33	0.13
PROVINCES/MUNICIPALITIES :	48	2.50	3.33	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		0.00	4.66	0.14
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 29
FROM TERRIT : 10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 168
FROM TERRIT : 303
NUMBER OF PEMD APPLICATIONS COMMENTED ON : 31
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2
-LOCALLY ENGAGED : 3