

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : WELLINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	371	20.00	28.00	1.24
FROM TERRITORIES :	454	16.00	32.00	1.28
B.VISITS TO CLIENTS IN TERRITORY :	82	10.00	19.66	0.79
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	2	7.00	0.00	0.14
CONFERENCE SEMINARS :	5	1.50	0.00	0.03
OTHER :	3	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.50	0.66	0.03
POST INITIATED :	9	4.00	2.66	0.16
E.COMMUNICATIONS ACTIVITIES :	2	5.00	5.66	0.27
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	2	0.50	0.00	0.01
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'TN IN PROG-REL EVENTS OUTSIDE POST :		0.50	0.00	0.01
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.50	0.00	0.01
HOST GOVERNMENT :	3	2.00	0.00	0.04
OTHER DEPARTMENT :	4	2.00	0.00	0.04
PROVINCES/MUNICIPALITIES :	10	3.00	1.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.50	3.00	0.44
LEAVE, PROFESSIONAL DEVELOP :		2.00	7.33	0.26
K.SERVICE TO OTHER MISSION PROGRAMS :		7.50	0.00	0.15
L.TOURISM PROGRAM ACTIVITIES :		0.50	0.00	0.01
***** TOTALS *****		100.00	99.97	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	3
FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	19
FROM TERRIT :	37
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3