

02/06/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : BEIJING

|  | NUMBER | % OFFICER-TIME |         | TOTAL-TIME<br>PERSON-QTR |
|--|--------|----------------|---------|--------------------------|
|  |        | CANADA         | LOC-ENG |                          |
| A. EXPORT/TRADE/POLICY ENQUIRIES                 |        |                |         |                          |
| FROM CANADA                                      | 1052   | 19.14          | 13.50   | 1.61                     |
| FROM TERRITORIES                                 | 4755   | 8.00           | 11.50   | 0.79                     |
| B. VISITS TO CLIENTS IN TERRITORY                | 274    | 14.57          | 17.50   | 1.37                     |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS       |        |                |         |                          |
| FAIRS  | 5      | 3.57           | 0.50    | 0.26                     |
| MISSIONS   | 48     | 9.85           | 21.50   | 1.12                     |
| CONFERENCE SEMINARS                              | 17     | 12.28          | 8.00    | 1.02                     |
| OTHER  | 21     | 1.28           | 0.00    | 0.09                     |
| D. COMMERCIAL* ECONOMIC REPORTS                  |        |                |         |                          |
| HQ REQUESTED                                     | 43     | 1.28           | 0.00    | 0.09                     |
| POST INITIATED                                   | 40     | 2.71           | 0.00    | 0.19                     |
| E. COMMUNICATIONS ACTIVITIES                     | 18     | 1.14           | 0.00    | 0.08                     |
| F. INVESTMENT ENQUIRIES                          |        |                |         |                          |
| FROM CANADA                                      | 5      | 0.14           | 1.00    | 0.03                     |
| FROM TERRITORIES                                 | 7      | 0.14           | 0.50    | 0.02                     |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA   | 2      | 0.14           | 0.00    | 0.01                     |
| CONNECTIONS ARRANGED                             | 4      | 0.28           | 0.00    | 0.02                     |
| H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST |        | 0.42           | 15.00   | 0.33                     |
| I. SERVICE REQUESTS FM GOV'T SOURCES             |        |                |         |                          |
| NGO  | 58     | 1.57           | 1.50    | 0.14                     |
| HOST GOVERNMENT                                  | 241    | 2.14           | 2.00    | 0.19                     |
| OTHER DEPARTMENT                                 | 92     | 5.14           | 0.00    | 0.36                     |
| PROVINCES/MUNICIPALITIES                         | 71     | 3.57           | 1.00    | 0.27                     |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.   |        | 6.28           | 5.00    | 0.54                     |
| LEAVE, PROFESSIONAL DEVELOP                      |        | 3.71           | 0.00    | 0.26                     |
| K. SERVICE TO OTHER MISSION PROGRAMS             |        | 2.57           | 1.50    | 0.21                     |
| L. TOURISM PROGRAM ACTIVITIES                    |        | 0.00           | 0.00    | 0.00                     |
| ***** TOTALS *****                               |        | 99.92          | 100.00  | 9.00                     |

|  |             |     |
|--|-------------|-----|
| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)  | FROM CANADA | 30  |
|  | FROM TERRIT | 32  |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA | 115 |
|  | FROM TERRIT | 21  |

|  |  |    |
|--|--|----|
| NUMBER OF PEMD APPLICATIONS COMMENTED ON |  | 15 |
|--|--|----|

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