

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : BEIJING

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	330	21.87	20.00	1.95
FROM TERRITORIES :	151	6.37	19.00	0.70
B. VISITS TO CLIENTS IN TERRITORY :	117	12.62	15.00	1.16
C. EXPORT/TRADE/POLICY FAIRS :	1	0.25	0.00	0.02
PROJECTS AND EVENTS MISSIONS :	4	1.50	0.00	0.12
CONFERENCE SEMINARS :	10	3.37	10.00	0.37
OTHER :	2	1.37	0.00	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	2.62	0.00	0.21
POST INITIATED :	14	5.25	0.00	0.42
E. COMMUNICATIONS ACTIVITIES :	3	0.62	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	8	0.62	1.00	0.06
FROM TERRITORIES :	12	1.37	2.00	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.50	0.00	0.04
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		7.12	0.00	0.57
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	21	4.12	5.00	0.38
HOST GOVERNMENT :	45	2.50	10.00	0.30
OTHER DEPARTMENT :	29	9.00	0.00	0.72
PROVINCES/MUNICIPALITIES :	17	3.25	4.00	0.30
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.25	4.00	1.02
LEAVE, PROFESSIONAL DEVELOP :		1.87	8.00	0.23
K. SERVICE TO OTHER MISSION PROGRAMS :		1.50	2.00	0.14
***** TOTALS *****		99.94	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 146
FROM TERRIT : 64

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 8
- LOCALLY-ENGAGED : 1