

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : LISBON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	69	18.00	25.00	0.43
FROM TERRITORIES :	27	10.00	4.00	0.14
B. VISITS TO CLIENTS IN TERRITORY :	28	14.00	5.00	0.19
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	4	14.00	10.00	0.24
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	8.00	8.00	0.16
POST INITIATED :	2	4.00	2.00	0.06
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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 :		0.00	9.00	0.09
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	3.00	0.03
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	12	12.00	4.00	0.16
PROVINCES/MUNICIPALITIES :	1	5.00	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		0.00	30.00	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 13
FROM TERRIT : 23

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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