

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	234	0.00	27.50	1.10
FROM TERRITORIES :	288	0.00	23.50	0.94
B.VISITS TO CLIENTS IN TERRITORY :	59	0.00	6.25	0.25
C.EXPORT/TRADE/POLICY FAIRS :	1	0.00	0.75	0.03
PROJECTS AND EVENTS MISSIONS :	3	0.00	7.50	0.30
CONFERENCE SEMINARS :	2	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	0.75	0.03
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	6	0.00	0.50	0.02
FROM TERRITORIES :	9	0.00	1.25	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	1.50	0.06
CONNECTIONS ARRANGED :	2	0.00	0.25	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	0.00	2.75	0.11
OTHER DEPARTMENT :	2	0.00	0.75	0.03
PROVINCES/MUNICIPALITIES :	11	0.00	3.75	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	2.50	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	15.25	0.61
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	5.25	0.21
***** TOTALS *****		0.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	2
FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	23
FROM TERRIT :	36
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	0
-LOCALLY ENGAGED :	4