

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	321	15.00	35.00	1.70
FROM TERRITORIES	377	12.50	31.75	1.52
B. VISITS TO CLIENTS IN TERRITORY VISITS	109	10.00	8.75	0.55
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	0.00	0.25	0.01
MISSIONS	3	2.50	1.25	0.10
OTHER	4	2.50	0.25	0.06
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	13	10.00	1.25	0.25
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	5	1.00	0.25	0.03
FROM TERRITORIES	6	4.00	0.00	0.08
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	6	0.00	1.25	0.05
CONNECTIONS ARRANGED	9	2.50	1.25	0.10
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	1	2.00	0.00	0.04
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	15	2.50	2.25	0.14
FROM OTHER GOV'T SOURCES- CONTACTS	7	3.00	0.25	0.07
- REPORTS	10	5.00	1.25	0.15
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		12.50	4.75	0.44
LEAVE, PROFESSIONAL DEVELOP		5.00	0.25	0.11
J. SERVICE TO OTHER MISSION PROGRAMS		10.00	10.00	0.60
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 52  
FROM TERRIT : 132

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4