

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : HARARE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	130	20.00	15.00	0.35
FROM TERRITORIES :	320	10.00	25.00	0.35
B. VISITS TO CLIENTS IN TERRITORY :	20	10.00	10.00	0.20
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	10.00	10.00	0.20
MISSIONS :	2	5.00	5.00	0.10
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	0.00	5.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	5.00	5.00	0.10
POST INITIATED :	3	5.00	5.00	0.10
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	5.00	0.05
FROM TERRITORIES :	5	0.00	5.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	5.00	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		15.00	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.00	0.05
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	5.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	2
	FROM TERRIT :	12
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	28
	FROM TERRIT :	72

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	6
--	---	---

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