

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : MADRID

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	416	7.50	25.50	1.17
FROM TERRITORIES :	634	5.00	22.25	0.99
B.VISITS TO CLIENTS IN TERRITORY :	217	7.00	11.00	0.58
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	10.00	2.50	0.30
MISSIONS :	8	10.00	7.50	0.50
CONFERENCE SEMINARS :	11	5.00	1.25	0.15
OTHER :	4	3.00	1.25	0.11
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	6.00	2.25	0.21
POST INITIATED :	8	4.00	1.50	0.14
E.COMMUNICATIONS ACTIVITIES :	12	6.00	2.50	0.22
F.INVESTMENT ENQUIRIES				
FROM CANADA :	29	2.00	0.75	0.07
FROM TERRITORIES :	21	2.00	0.50	0.06
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	18	2.00	1.25	0.09
CONNECTIONS ARRANGED :	16	0.50	0.50	0.03
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		7.50	5.00	0.35
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	1.00	1.00	0.06
HOST GOVERNMENT :	8	0.50	0.50	0.03
OTHER DEPARTMENT :	15	2.50	5.00	0.25
PROVINCES/MUNICIPALITIES :	9	1.00	0.50	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	2.00	0.33
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.75	0.07
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	3.75	0.25
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 74
FROM TERRIT : 131

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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