

29/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : ANKARA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 224	35.00	47.50	1.65
FROM TERRITORIES	: 155	16.00	27.50	0.87
B. VISITS TO CLIENTS IN TERRITORY	: 48	7.50	10.00	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 2	2.50	0.00	0.05
MISSIONS	: 1	0.00	1.50	0.03
CONFERENCE SEMINARS	: 1	0.50	0.00	0.01
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 2	2.50	3.00	0.11
POST INITIATED	: 3	2.00	1.50	0.07
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	: 2	1.00	2.00	0.06
CONNECTIONS ARRANGED	: 2	1.00	2.50	0.07
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 8	2.50	0.00	0.05
HOST GOVERNMENT	: 4	1.00	0.00	0.02
OTHER DEPARTMENT	: 5	1.50	0.00	0.03
PROVINCES/MUNICIPALITIES	: 2	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 20.00	0.00	0.00	0.40
LEAVE, PROFESSIONAL DEVELOP	: 5.00	3.50	0.00	0.17
K. SERVICE TO OTHER MISSION PROGRAMS	: 1.00	1.00	0.00	0.04
L. TOURISM PROGRAM ACTIVITIES	: 0.50	0.00	0.00	0.01
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 2
	FROM TERRIT	: 5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 40
	FROM TERRIT	: 54
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2
	-LOCALLY ENGAGED	: 2