

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : LISBON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	98	8.00	37.00	0.45
FROM TERRITORIES :	45	10.00	7.00	0.17
B.VISITS TO CLIENTS IN TERRITORY :	10	5.00	3.00	0.08
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	6.00	0.11
MISSIONS :	3	7.00	10.00	0.17
CONFERENCE SEMINARS :	3	4.00	6.00	0.10
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	12.00	20.00	0.32
POST INITIATED :	3	3.00	1.00	0.04
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 :	3	2.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		12.00	0.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	2.00	0.00	0.02
HOST GOVERNMENT :	3	2.00	0.00	0.02
OTHER DEPARTMENT :	19	4.00	10.00	0.14
PROVINCES/MUNICIPALITIES :	2	4.00	0.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		6.00	0.00	0.06
K.SERVICE TO OTHER MISSION PROGRAMS :		8.00	0.00	0.08
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 37  
FROM TERRIT : 29

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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