

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : WELLINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	387	17.50	28.33	1.20
FROM TERRITORIES :	425	13.00	31.66	1.21
B.VISITS TO CLIENTS IN TERRITORY :	80	10.00	20.00	0.80
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	2	0.50	4.00	0.13
CONFERENCE SEMINARS :	1	0.50	0.00	0.01
OTHER :	4	5.00	2.66	0.18
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	8	3.00	1.33	0.10
E.COMMUNICATIONS ACTIVITIES :	3	5.00	4.00	0.22
F.INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.50	0.00	0.01
FROM TERRITORIES :	0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	1.50	0.00	0.03
HOST GOVERNMENT :	2	1.50	0.33	0.04
OTHER DEPARTMENT :	3	2.00	0.00	0.04
PROVINCES/MUNICIPALITIES :	8	2.50	0.66	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	1.66	0.45
LEAVE, PROFESSIONAL DEVELOP :		5.00	5.00	0.25
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.33	0.11
L.TOURISM PROGRAM ACTIVITIES :		7.50	0.00	0.15
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	20
	FROM TERRIT :	29

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	3