

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : BEIJING

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	354	27.22	0.00	2.45
FROM TERRITORIES :	71	5.33	0.00	0.48
B.VISITS TO CLIENTS IN TERRITORY :	154	12.66	0.00	1.14
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	7.77	0.00	0.70
MISSIONS :	18	6.22	0.00	0.56
CONFERENCE SEMINARS :	11	2.66	0.00	0.24
OTHER :	1	1.11	0.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	19	4.77	0.00	0.43
POST INITIATED :	45	6.55	0.00	0.59
E.COMMUNICATIONS ACTIVITIES :	7	0.88	0.00	0.08
F.INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.22	0.00	0.02
FROM TERRITORIES :	8	0.88	0.00	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.11	0.00	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.22	0.00	0.29
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.55	0.00	0.05
HOST GOVERNMENT :	20	3.22	0.00	0.29
OTHER DEPARTMENT :	48	5.22	0.00	0.47
PROVINCES/MUNICIPALITIES :	20	3.44	0.00	0.31
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.66	0.00	0.60
LEAVE, PROFESSIONAL DEVELOP :		1.22	0.00	0.11
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.91	0.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 310
FROM TERRIT : 63

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 40

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9
- LOCALLY-ENGAGED : 0