

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : SINGAPORE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	905	20.00	26.66	1.20
FROM TERRITORIES :	938	17.50	25.00	1.10
B. VISITS TO CLIENTS IN TERRITORY :	283	15.00	21.66	0.95
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	1.00	2.00	0.08
MISSIONS :	15	5.50	3.00	0.20
CONFERENCE SEMINARS :	20	2.50	2.00	0.11
OTHER :	84	2.50	2.66	0.13
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	6.50	1.66	0.18
POST INITIATED :	19	2.50	3.33	0.15
E. COMMUNICATIONS ACTIVITIES :	12	3.00	1.66	0.11
F. INVESTMENT ENQUIRIES FROM CANADA :	103	12.50	0.00	0.25
FROM TERRITORIES :	10	2.50	0.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	1.00	1.00	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	24	1.00	2.33	0.09
HOST GOVERNMENT :	18	1.00	1.66	0.07
OTHER DEPARTMENT :	15	0.50	2.00	0.07
PROVINCES/MUNICIPALITIES :	29	1.50	2.33	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		1.50	1.00	0.06
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 254
FROM TERRIT : 455

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 34

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3