

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : MADRID

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	261	10.00	25.00	1.10
FROM TERRITORIES :	573	10.00	17.50	0.80
B. VISITS TO CLIENTS IN TERRITORY :	90	5.00	12.50	0.55
C. EXPORT/TRADE/POLICY FAIRS :	0	0.00	1.25	0.05
PROJECTS AND EVENTS MISSIONS :	3	5.00	3.75	0.20
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	5.00	3.75	0.20
POST INITIATED :	9	5.00	2.50	0.15
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	11	5.00	6.25	0.30
FROM TERRITORIES :	12	5.00	5.00	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	16	0.00	3.75	0.15
CONNECTIONS ARRANGED :	4	0.00	2.50	0.10
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	9	0.00	1.25	0.05
HOST GOVERNMENT :	16	5.00	1.25	0.10
OTHER DEPARTMENT :	11	0.00	1.25	0.05
PROVINCES/MUNICIPALITIES :	25	10.00	5.00	0.30
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		5.00	1.25	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	2.50	0.20
L. TOURISM PROGRAM ACTIVITIES :		0.00	3.75	0.15
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	23
FROM TERRIT :	13
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	49
FROM TERRIT :	103
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	9
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	4