

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : LISBON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	143	6.00	22.50	0.51
FROM TERRITORIES :	184	2.00	15.00	0.32
B.VISITS TO CLIENTS IN TERRITORY :	77	18.00	5.00	0.28
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	3	10.00	15.00	0.40
CONFERENCE SEMINARS :	3	5.00	5.00	0.15
OTHER :	0	3.00	0.00	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	5.00	9.00	0.23
POST INITIATED :	1	10.00	0.00	0.10
E.COMMUNICATIONS ACTIVITIES :	8	10.00	0.00	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	8	5.00	2.50	0.10
FROM TERRITORIES :	5	5.00	2.50	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	2.00	1.00	0.04
CONNECTIONS ARRANGED :	0	0.00	1.00	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	5.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	3.00	1.00	0.05
HOST GOVERNMENT :	1	0.00	2.00	0.04
OTHER DEPARTMENT :	14	5.00	10.00	0.25
PROVINCES/MUNICIPALITIES :	0	3.00	2.00	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.50	0.04
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	117
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	72
	FROM TERRIT :	40
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2