

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : ISLAMABAD

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	100	15.00	22.00	0.59
FROM TERRITORIES :	220	20.00	30.00	0.80
B.VISITS TO CLIENTS IN TERRITORY :	30	15.00	2.00	0.19
C.EXPORT/TRADE/POLICY FAIRS :	4	2.00	1.00	0.04
PROJECTS AND EVENTS MISSIONS :	1	2.00	6.00	0.14
CONFERENCE SEMINARS :	1	3.00	1.00	0.05
OTHER :	5	2.00	5.00	0.12
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	3	2.00	1.00	0.04
POST INITIATED :	4	6.00	0.00	0.06
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	20.00	0.40
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	2.00	0.00	0.02
OTHER DEPARTMENT :	20	5.00	5.00	0.15
PROVINCES/MUNICIPALITIES :	1	1.00	1.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	2.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		0.00	4.00	0.08
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 22  
FROM TERRIT : 70

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 2