

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST	: PARIS	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	: 778	12.50	11.66	2.40
	FROM TERRITORIES	: 663	8.75	16.66	2.70
B. VISITS TO CLIENTS IN TERRITORY		: 340	3.00	9.16	1.34
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	: 33	5.00	9.16	1.50
	MISSIONS	: 29	10.00	10.00	2.00
	CONFERENCE SEMINARS	: 13	0.00	2.50	0.30
	OTHER	: 4	0.00	0.83	0.10
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	: 24	5.00	0.83	0.50
	POST INITIATED	: 15	0.75	4.16	0.56
E. COMMUNICATIONS ACTIVITIES		: 13	1.00	1.00	0.20
F. INVESTMENT ENQUIRIES	FROM CANADA	: 114	3.75	3.33	0.70
	FROM TERRITORIES	: 119	3.75	4.16	0.80
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		: 145	1.25	5.00	0.70
	CONNECTIONS ARRANGED	: 42	1.25	1.00	0.22
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		: 3.00	3.00	1.00	0.36
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	: 28	0.75	0.16	0.08
	HOST GOVERNMENT	: 20	0.75	0.16	0.08
	OTHER DEPARTMENT	: 39	0.75	0.16	0.08
	PROVINCES/MUNICIPALITIES	: 27	5.00	2.33	0.68
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	: 10.00	10.00	0.00	0.80
	LEAVE, PROFESSIONAL DEVELOP	: 5.00	5.00	0.00	0.40
K. SERVICE TO OTHER MISSION PROGRAMS		: 6.25	6.25	0.00	0.50
L. TOURISM PROGRAM ACTIVITIES		: 12.50	12.50	16.66	3.00
***** TOTALS *****			100.00	99.92	20.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 86
	FROM TERRIT	: 77
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 468
	FROM TERRIT	: 358
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 51
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 8
	-LOCALLY ENGAGED	: 12