

19/05/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : SINGAPORE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	875	25.00	26.66	1.55
FROM TERRITORIES :	1207	23.33	28.33	1.55
B.VISITS TO CLIENTS IN TERRITORY :	223	15.00	15.00	0.90
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	5.00	0.66	0.17
MISSIONS :	2	4.00	1.00	0.15
CONFERENCE SEMINARS :	1	1.00	0.33	0.04
OTHER :	2	1.00	1.00	0.06
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	1.66	3.33	0.15
POST INITIATED :	4	1.66	3.33	0.15
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	21	1.66	3.33	0.15
FROM TERRITORIES :	13	1.66	3.33	0.15
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 :		3.00	0.00	0.09
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	38	2.00	2.33	0.13
HOST GOVERNMENT :	7	1.00	1.66	0.08
OTHER DEPARTMENT :	32	1.66	2.00	0.11
PROVINCES/MUNICIPALITIES :	49	2.66	3.33	0.18
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.33	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		2.66	3.33	0.18
K.SERVICE TO OTHER MISSION PROGRAMS :		1.66	0.00	0.05
L.TOURISM PROGRAM ACTIVITIES :		1.00	1.00	0.06
***** TOTALS *****		99.94	99.95	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	22
	FROM TERRIT :	13
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	103
	FROM TERRIT :	243

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	4
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NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED :	3
	- LOCALLY ENGAGED :	3