

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 : HANOI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	260	40.00	38.50	1.17
FROM TERRITORIES :	120	16.00	24.50	0.65
B. VISITS TO CLIENTS IN TERRITORY :	58	7.00	10.00	0.27
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	9	7.00	9.50	0.26
CONFERENCE SEMINARS :	1	0.00	1.50	0.03
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.02
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		8.00	0.00	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	13	1.00	1.00	0.03
OTHER DEPARTMENT :	18	2.00	0.50	0.03
PROVINCES/MUNICIPALITIES :	10	1.00	0.50	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.00	5.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		0.00	7.50	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	1.50	0.13
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 :	5
	FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	40
	FROM TERRIT :	5
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2