

04/03/94

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : LONDON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 1040	14.50	33.00	2.52
FROM TERRITORIES	: 1210	13.83	26.60	2.16
B. VISITS TO CLIENTS IN TERRITORY	: 122	12.00	6.60	1.05
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 6	5.33	2.60	0.45
MISSIONS	: 5	0.16	2.00	0.11
CONFERENCE SEMINARS	: 4	0.50	0.00	0.03
OTHER	: 11	3.33	0.80	0.24
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 31	4.50	2.00	0.37
POST INITIATED	: 74	9.00	2.60	0.67
E. COMMUNICATIONS ACTIVITIES	: 21	2.16	2.00	0.23
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 3	0.16	0.00	0.01
FROM TERRITORIES	: 64	0.50	0.20	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S				
FRM CANADA	: 29	0.83	0.40	0.07
CONNECTIONS ARRANGED	: 1	0.83	0.00	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 0.50	1.60	0.11	
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 37	1.83	0.20	0.12
HOST GOVERNMENT	: 33	2.33	0.20	0.15
OTHER DEPARTMENT	: 72	6.00	1.00	0.41
PROVINCES/MUNICIPALITIES	: 75	2.16	3.80	0.32
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 6.33	4.60	0.61	
LEAVE, PROFESSIONAL DEVELOP	: 13.00	8.80	1.22	
K. SERVICE TO OTHER MISSION PROGRAMS	: 0.16	1.00	0.06	
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		99.94	100.00	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 28
	FROM TERRIT	: 13
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 115
	FROM TERRIT	: 131
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 28
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 6
	-LOCALLY ENGAGED	: 5