

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 : PRETORIA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	483	19.00	25.50	0.89
FROM TERRITORIES :	375	14.50	18.00	0.65
B. VISITS TO CLIENTS IN TERRITORY :	34	11.50	0.00	0.23
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	2.50	5.00	0.15
MISSIONS :	1	12.00	0.00	0.24
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	17	11.50	9.50	0.42
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.50	0.00	0.01
FROM TERRITORIES :	3	1.00	0.00	0.02
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 :		0.00	20.00	0.40
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	13	0.50	0.00	0.01
HOST GOVERNMENT :	17	3.00	0.50	0.07
OTHER DEPARTMENT :	45	2.50	1.00	0.07
PROVINCES/MUNICIPALITIES :	14	5.50	1.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	7.00	0.44
LEAVE, PROFESSIONAL DEVELOP :		0.00	12.50	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 7

FROM TERRIT : 5

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 24

FROM TERRIT : 25

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 2

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 2