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PROGRAM RELATED EVENTS IN CANADA: E.G. PARTICIPATION IN THE HI-TECH CONFERENCE, MARKETPLACE; ACCOMPANYING AN INCOMING MISSION TO CANADA; MID-POSTING TOUR, ETC.

REQUESTS FOR SERVICE FROM GOVERNMENT SOURCES: REPORTS – ALL SCHEDULED AND AD HOC REPORTS REQUESTED BY ALL GOVERNMENT SOURCES. CONTACTS – ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND OFFICIAL VISITORS FROM OTHER FEDERAL GOVERNMENT DEPARTMENTS, PROVINCIAL GOVERNMENTS, AND OTHER LEVELS OF GOVERNMENT (EXCLUDING CROWN CORPORATIONS).

ADMINISTRATION: INCLUDES EXPORT AND INVESTMENT PROMOTION PROGRAM PLANNING, MANAGEMENT AND ADMINISTRATION; LEAVE, PROFESSIONAL DEVELOPMENT AND / OR OTHER NON-PROGRAM ACTIVITY.

OTHER MISSION PROGRAMS: E.G. CONSULAR, GENERAL RELATIONS, DUTIES ARISING FROM BEING CHARGE, ETC.

DEFINITIONS:

EXPORT ENQUIRY: ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS, AND BUSINESS VISITORS REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING MISSION TERRITORY'S MARKET OR CANADIAN GOODS, SERVICES AND RELATED COMMERCIAL MATTERS.

VISITS: ALL OUTCALLS ON EXISTING OR POTENTIAL CLIENTS INTENDED TO PROMOTE CANADIAN GOODS, SERVICES, AND INVESTMENT AND TECHNOLOGY INFLOWS. THIS ENTRY INCLUDES ATTENDANCE AT EXPORT PROMOTION PROJECTS AND EVENTS THAT DO NOT, HOWEVER, INVOLVE MISSION PARTICIPATION OR ORGANIZATIONAL SUPPORT.

EXPORT PROMOTION PROJECTS AND EVENTS: REFERS TO EVENTS INVOLVING MISSION ORGANIZATIONAL SUPPORT AND / OR PARTICIPATION.

COMMERCIAL / ECONOMIC REPORTS: ALL SCHEDULED AND AD HOC REPORTS IN SUPPORT OF THE OBJECTIVES OF THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM.