

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : WELLINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	431	10.00	25.00	0.95
FROM TERRITORIES :	521	9.00	23.33	0.88
B.VISITS TO CLIENTS IN TERRITORY :	80	2.50	23.33	0.75
C.EXPORT/TRADE/POLICY FAIRS :	8	3.00	8.33	0.31
PROJECTS AND EVENTS MISSIONS :	3	3.00	0.33	0.07
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	6	1.00	3.33	0.12
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	4	1.00	0.33	0.03
E.COMMUNICATIONS ACTIVITIES :	5	0.00	0.33	0.01
F.INVESTMENT ENQUIRIES FROM CANADA :	3	0.00	0.33	0.01
FROM TERRITORIES :	12	0.50	0.66	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	1.66	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.00	1.66	0.05
HOST GOVERNMENT :	11	3.00	1.66	0.11
OTHER DEPARTMENT :	25	2.50	2.00	0.11
PROVINCES/MUNICIPALITIES :	4	0.00	3.33	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		57.50	1.00	1.18
LEAVE, PROFESSIONAL DEVELOP :		1.00	3.33	0.12
K.SERVICE TO OTHER MISSION PROGRAMS :		3.50	0.00	0.07
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 3

FROM TERRIT : 10

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 20

FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 3