

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : ISLAMABAD

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	150	15.00	33.00	0.81
FROM TERRITORIES :	280	15.00	35.00	0.85
B. VISITS TO CLIENTS IN TERRITORY :	30	10.00	2.00	0.14
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	2.00	1.00	0.04
MISSIONS :	1	4.00	6.00	0.16
CONFERENCE SEMINARS :	4	3.00	3.00	0.09
OTHER :	10	3.00	1.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	10.00	3.00	0.16
POST INITIATED :	1	5.00	0.00	0.05
E. COMMUNICATIONS ACTIVITIES :	5	3.00	1.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	1.00	0.00	0.01
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	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.00	1.00	0.03
HOST GOVERNMENT :	4	2.00	0.00	0.02
OTHER DEPARTMENT :	5	2.00	4.00	0.10
PROVINCES/MUNICIPALITIES :	5	4.00	3.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	6.00	0.32
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.00	0.02
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 19
FROM TERRIT : 105

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2