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DOCS

CA1 EA 87E86 ENG

Export and investment promotion
planning and tracking system :

External Affairs Mission

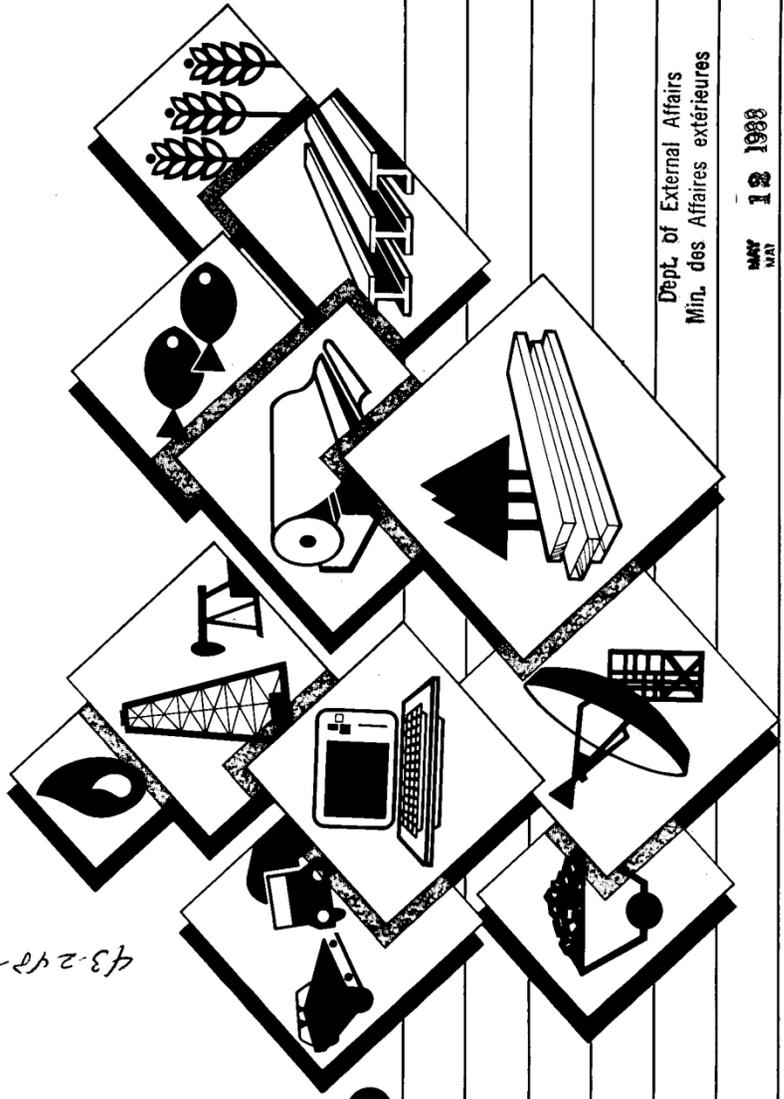
Operational Plan. --

43248503

PLANNING SYSTEM

GUIDE REFERENCE

- 1.1 - Personnel List
- 1.2 - Personnel Utilization List
- 2 - Special Activities
- 3 - Promotional Projects Proposals



Dept. of External Affairs
Min. des Affaires extérieures

MAY 12 1988
MAY 12 1988

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3

PROMOTIONAL PROJECTS PROPOSALS

NAME OF EVENT	TYPE OF EVENT (a)	SECTOR	LOCATION: CITY / COUNTRY	DATE M / Y
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				

(a) ENTER F = FAIR OM = OUTGOING MINISTERIAL MISSION
 O = OUTGOING MISSION IM = INCOMING MINISTERIAL MISSION
 I = INCOMING MISSION IB = INFORMATION BOOTH AT A SHOW

PERSONNEL LIST AND UTILIZATION OF PERSON-YEARS BY ACTIVITY

MISSION ▶

COUNTRY ▶

NOTE: PLEASE USE 12 PITCH TYPEWRITER TO COMPLETE THIS FORM

EXPORT AND INVESTMENT PROMOTION PERSONNEL LIST

COUNTRY(IES) COVERED	1.	2.	
	3.	4.	
	5.	6.	
	7.	8.	
	PROGRAM	MANAGER	CANADA BASED OFFICERS
EXPORT PROMOTION	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	
	5.	5.	
	6.	6.	
	7.	7.	
	8.	8.	
	9.	9.	
	10.	10.	
PROGRAM	MANAGER	CANADA BASED OFFICERS	LOCALLY ENGAGED OFFICERS
INVESTMENT PROMOTION	1.	1.	
	2.	2.	
	3.	3.	
	4.	4.	

PROGRAM	MANAGER	CANADA BASED OFFICERS	LOCALLY ENGAGED OFFICERS
CONTRIBUTORS FROM OTHER PROGRAMS:	TECHNOLOGY INFLOW	1.	2.
	OFFICER'S NAME		ASSIGNED PROGRAM AREA
	1.	1.	
	2.	2.	
3.	3.		
4.	4.		

PLANNED PERSONNEL UTILIZATION BY ACTIVITY

TOTAL CANADA BASED TRADE AND INVESTMENT PROGRAM OFFICERS:	TOTAL LOCALLY ENGAGED TRADE AND INVESTMENT PROGRAM OFFICERS:	OFFICER PY'S	
		CANADA BASED	LOCALLY ENGAGED
1. EXPORT PROMOTION i. AGRICULTURE AND FOOD PRODUCTS AND SERVICES ii. FISHERIES, SEA PRODUCTS AND RELATED SERVICES iii. GRAINS AND OILSEEDS iv. DEFENCE PROGRAMS AND PRODUCTS AND SERVICES v. COMMUNICATIONS AND INFORMATICS vi. ELECTRONICS vii. POWER AND ENERGY SERVICES AND EQUIPMENT viii. TRANSPORTATION SYSTEMS, EQUIPMENT, COMPONENTS AND SERVICES ix. FOREST PRODUCTS, EQUIPMENT AND SERVICES x. MINING METALS AND MINERALS xi. OIL AND GAS, EQUIPMENT AND SERVICES xii. PETROCHEMICALS AND CHEMICAL PRODUCTS, EQUIPMENT AND SERVICES xiii. CONSUMER PRODUCTS xiv. EDUCATIONAL, MEDICAL, HEALTH CARE, PRODUCTS AND SERVICES xv. CONSTRUCTION INDUSTRY xvi. INDUSTRIAL MACHINERY, PLANS AND SERVICES xvii. SERVICE INDUSTRIES TOTAL EXPORT PROMOTION			
2. INVESTMENT PROMOTION			
3. TECHNOLOGY INFLOW			
4. COMMERCIAL / ECONOMIC REPORTING			
5. SERVICING OTHER PROGRAMS			
6. CONTRIBUTIONS FROM OFFICERS IN OTHER PROGRAMS (INCL. H.O.M.)			

SPECIAL ACTIVITIES

IDENTIFY MAJOR COMMERCIAL/ECONOMIC REPORTS THAT YOU INTEND TO SUBMIT TO OTTAWA FOR THE COMING FISCAL YEAR

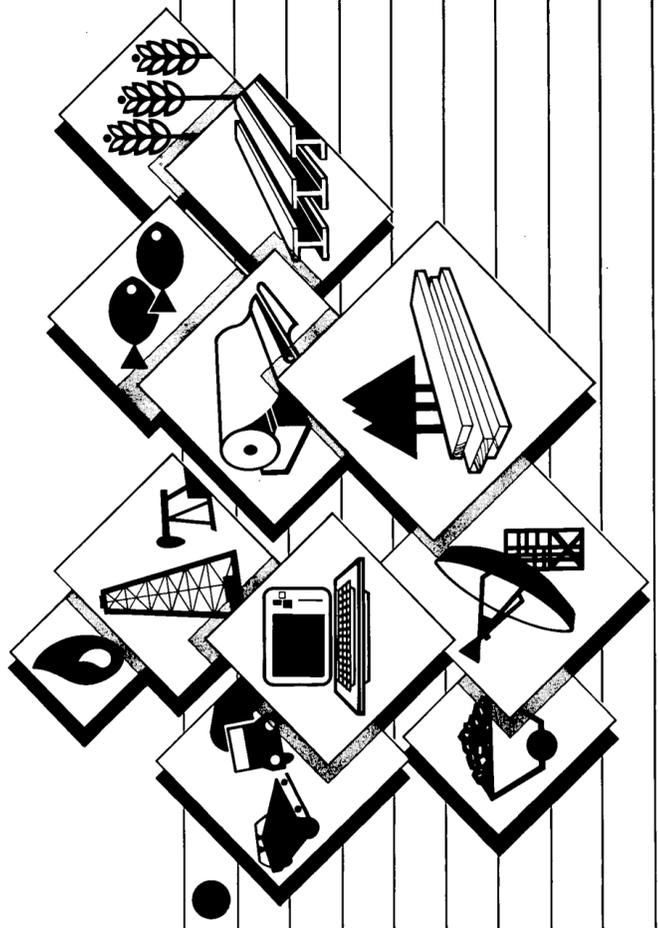
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

LIST KNOWN SPECIAL MAJOR EVENTS IN THE COMING FISCAL YEAR (OTHER THAN FAIRS AND MISSIONS) WHICH WILL BE PUTTING DEMAND ON THE TRADE AND INVESTMENT PROMOTION RESOURCES (E.G. PRIME MINISTER'S VISIT, MISSION IN HOST CITY FOR THE WORLD FAIR).

1.	DATE M/Y
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

GUIDE REFERENCE

- 4 - Trade and Economic Overview
- 5 - Export Promotion Priorities
- 6 - General Market Information



TRANSPORTATION AND COMMUNICATIONS (U.S. POSTS PLEASE IGNORE THIS SECTION)

6-16 ARE TELEPHONE AND TELEX COMMUNICATIONS WITH CANADA NORMALLY GOOD? YES NO

6-17 HOW WOULD YOU DESCRIBE SEA SHIPPING FACILITIES FROM CANADA?
 1. REGULAR AND DIRECT (I.E. DIRECT WEEKLY LINER SERVICE OR BETTER?) YES NO
 2. REGULAR AND INDIRECT (I.E. INDIRECT WITH LESS THAN WEEKLY FREQUENCY?) YES NO
 3. IRREGULAR 4. UNRELIABLE

6-18 LOCAL PORT FACILITIES
 1. ARE EQUIPPED TO HANDLE CONTAINERS? 2. ARE EQUIPPED TO UNLOAD BULK CARGOES (E.G. GRAIN)?
 3. ARE CAPABLE OF HANDLING LARGE VESSELS ALONGSIDE? 4. HAVE ADEQUATE SECURITY?
 5. HAVE FAST TURNAROUND SERVICE? 6. HAVE EFFICIENT PORT CLEARANCE PROCEDURES?

6-19 FOR THOSE COUNTRIES IN WHICH INTERNAL TRANSPORT FROM PORT OF ENTRY IS NOT HIGHLY DEVELOPED, PLEASE INDICATE WHAT MODE YOU WOULD RECOMMEND TO CANADIAN EXPORTERS (CHECK MORE THAN ONE IF APPROPRIATE)
 1. RAIL 2. TRUCKING
 3. AIR FREIGHT

TRADING ENVIRONMENT

6-20 WOULD CANADIAN EXPORTERS SUCCEED BEST BY DEALING WITH: (ANSWER YES TO MORE THAN ONE IF APPROPRIATE)
 1. LOCAL AGENT 2. LOCAL SALES OFFICE WITH LOCAL AGENT
 3. REGIONAL SALES OFFICE WITH LOCAL AGENT 4. GOVERNMENT AGENCY DIRECTLY
 5. TRADING HOUSES

6-21 BASED ON PAYMENT RECORD OF LOCAL IMPORTERS, TRADE TERMS OF FIRST SHIPMENT SHOULD NORMALLY BE: (ANSWER YES TO MORE THAN ONE IF APPROPRIATE)
 1. CONFIRMED IRREVOCABLE LETTER OF CREDIT 2. IRREVOCABLE LETTER OF CREDIT
 3. SIGHT DRAFT 4. CASH IN ADVANCE
 5. REVOLVING CREDIT 6. DRAFT ON ACCEPTANCE
 7. OPEN ACCOUNT

6-22 TERMS OF OFFER SHOULD NORMALLY BE: (ANSWER YES TO MORE THAN ONE IF APPROPRIATE)
 1. F.O.B. 2. C.I.F.
 3. C & F 4. F.A.S.

6-23 FOR TECHNICAL OR MECHANICAL IMPORTS INTO THIS TERRITORY, ARE QUALIFIED AFTER SALES SERVICING FACILITIES/SKILLS:
 1. READILY AVAILABLE LOCALLY 2. POSSIBLE TO OBTAIN BUT CONSIDERABLE SUPERVISION NEEDED
 3. MUST BE TRAINED LOCALLY 4. MUST BE PROVIDED FROM ABROAD

USEFUL INFORMATION FOR TRAVEL TO TERRITORY

6-24 WOULD A CANADIAN EXPORTER BE ABLE TO CONDUCT BUSINESS GENERALLY IN THIS TERRITORY
 1. IN ENGLISH 2. IN FRENCH

6-25 IF BUSINESS CANNOT NORMALLY BE CONDUCTED IN ENGLISH OR FRENCH IN THIS TERRITORY, WHAT WOULD BE THE LANGUAGE(S) IN WHICH BUSINESS WOULD BE CONDUCTED? 1. 2. 3.

6-26 1. DO CANADIAN BUSINESS VISITORS REQUIRE A VISA? (IF "NO", GO TO 6-26(10)) VISITOR
 3. ARE THERE ANY OTHER SPECIAL CIRCUMSTANCES REGARDING VISA PROCEDURES FOR WHICH FURTHER INFORMATION SHOULD BE OBTAINED FROM THE BUREAU OR POST? 2. TYPE OF VISA REQUIRED: BUSINESS
 4. ARE VISAS READILY AVAILABLE IN CANADA? MULTIPLE ENTRY
 5. IS A SPONSOR OR INVITATION REQUIRED TO OBTAIN A VISA? 6. DO YOU RECOMMEND VISA BE OBTAINED PRIOR TO ARRIVAL?
 7. NORMAL TIME PERIOD REQUIRED TO OBTAIN VISA → NUMBER OF → DAY(S) WEEK(S) MONTH(S)
 8. CAN VISA BE READILY OBTAINED BY CANADIAN CITIZENS AT PORT OF ENTRY? 9. IS EXIT VISA REQUIRED?
 10. ARE THERE SPECIAL VACCINATION AND INNOCULATION REQUIREMENTS? 11. ARE THERE ANY SPECIAL OR UNUSUAL FORMALITIES TO FULFILL PRIOR TO DEPARTURE?

FOR SINGLE POST COUNTRIES

6-27 ARE MAJOR TRADE CONTACTS PRIMARILY LOCATED IN CAPITAL CITY? (IF "YES", GO TO 6-31)

6-28 IF NO, IS TRAVEL TO OTHER COMMERCIAL CENTRES IN THE TERRITORY NORMALLY NECESSARY?

FOR MULTI-POST COUNTRIES

6-29 IS BUSINESS ACTIVITY OF THE REGION COVERED BY YOUR OFFICE NORMALLY CONDUCTED IN CITY IN WHICH YOUR OFFICE IS LOCATED? (IF "YES", GO TO 6-31)

6-30 WOULD POTENTIAL EXPORTERS TO YOUR TERRITORY NORMALLY BE REQUIRED TO TRAVEL TO OTHER COMMERCIAL CENTRES IN YOUR TERRITORY?

6-31 IN ORDER TO OBTAIN FURTHER INFORMATION ON THE ABOVE TOPICS, PLEASE INDICATE CONTACT POINTS (MISSION/BUREAU TEL. OR TLX #) FOR INQUIRIES

4

TRADE AND ECONOMIC OVERVIEW

MISSION

NOTE: PLEASE USE 12 PITCH TYPEWRITER TO COMPLETE THIS FORM.

COUNTRY

4

PLEASE PROVIDE IN NARRATIVE FORM A SUMMARY OF RECENT TRADE/ECONOMIC DEVELOPMENTS IN POST TERRITORY AND PROVIDE AN OUTLOOK FOR THE COMING YEAR.

5

POST EXPORT PROMOTION PRIORITIES

5-1

WHAT ARE YOUR MOST IMPORTANT EXPORT PROMOTION SECTORS? LIST THOSE WHICH YOU ANTICIPATE WILL ABSORB THE GREATER PART OF YOUR PY'S AND BUDGETARY RESOURCES (NORMALLY UP TO 4)

1.	4.
2.	5.
3.	6.

5-2

LIST YOUR MOST IMPORTANT EXPORT PROMOTION SECTORS IN TERMS OF ACTUAL EXPORT SALES (NORMALLY UP TO 4)

1.	4.
2.	5.
3.	6.

5-3

IN POINT FORM PLEASE SUMMARIZE THE MAIN REASONS WHY EACH OF THE TOP SECTORS IN 5-1 IS (OR COULD BE) ATTRACTIVE TO CANADIAN EXPORTERS EMPHASIZING THOSE FACTORS MOST INFLUENCING DEMAND OR POTENTIAL DEMAND.

1.
2.
3.
4.
5.
6.

6

GENERAL INFORMATION ON THE MARKET
MARKET DESCRIPTION

6-1

WOULD YOU DESCRIBE YOUR MARKET AS:

	YES	NO		YES	NO
1. HAVING OPEN COMPETITION AND BEING HIGHLY COMPETITIVE	<input type="checkbox"/>	<input type="checkbox"/>	2. CONTROLLED BY RELATIVELY FEW LARGE PRIVATE SECTOR FORCES AND DIFFICULT TO BREAK INTO	<input type="checkbox"/>	<input type="checkbox"/>
3. DIFFICULT TO ENTER FOR NEW EXPORTER DUE TO TIGHTLY CONTROLLED AND/OR COMPLEX DISTRIBUTION SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	4. HIGHLY PROTECTED TO PROMOTE NEW INDIGENOUS INDUSTRY	<input type="checkbox"/>	<input type="checkbox"/>
5. REQUIRING SEVERAL YEARS MARKET DEVELOPMENT EFFORT BEFORE RESULTS NORMALLY COULD BE EXPECTED	<input type="checkbox"/>	<input type="checkbox"/>	6. BEING PRIMARILY STATE CONTROLLED	<input type="checkbox"/>	<input type="checkbox"/>
7. REQUIRING INVESTMENT OR TECHNOLOGY TRANSFER ON THE PART OF THE EXPORTER	<input type="checkbox"/>	<input type="checkbox"/>	8. REQUIRING LOCAL PARTNER AS A VIRTUAL NECESSITY	<input type="checkbox"/>	<input type="checkbox"/>
9. HAVING A HIGH LEVEL OF GOVERNMENT REGULATORY INVOLVEMENT CONTROLLING TRADE TRANSACTIONS	<input type="checkbox"/>	<input type="checkbox"/>	10. DIFFICULT TO ENTER FOR NEW EXPORTER BECAUSE OF RESISTANCE TO NEW SOURCES OF SUPPLY BASED ON LOYALTY TO TRADITIONAL SUPPLIERS	<input type="checkbox"/>	<input type="checkbox"/>

6-2

1. IS EDC EXPORT FINANCING CRITICAL TO SUPPORT CANADIAN EXPORTS TO THIS TERRITORY?

 YES NO

2. IS EDC EXPORT CREDIT INSURANCE (POLITICAL RISK AND PROFIT REPATRIATION INSURANCE) HIGHLY RECOMMENDED FOR EXPORTS TO THIS TERRITORY?

 YES NO

6-3

1. IS THIS MARKET A PROGRAM COUNTRY FOR CIDA? (IF "NO", GO TO 6-6)

 YES NO

2. IF YES, HOW IS THE COUNTRY RATED IN CIDA'S ELIGIBILITY STRUCTURE:

i CATEGORY I OR ii CATEGORY II OR iii CATEGORY III

6-4

IS THE CIDA INC PROGRAM ACTIVE IN YOUR TERRITORY?

 YES NO

6-5

WHICH OF CIDA INC.'S PROGRAMS ARE IMPORTANT FROM THE POINT OF VIEW OF THEIR SUPPORT TO CANADIAN EXPORT PROMOTION EFFORT IN YOUR TERRITORY?

1. PROJECTS (CPPF) YES NO2. TECHNOLOGY TRANSFER YES NO3. INVESTMENT YES NO

6-6

DOES FINANCING BY INTERNATIONAL FINANCING INSTITUTIONS (e.g. WORLD BANK, ASIAN DEVELOPMENT BANK, AFRICAN DEVELOPMENT BANK) FIGURE PROMINENTLY IN TRADE ACTIVITIES IN THIS TERRITORY?

 YES NO

6-7

IS COUNTERTRADE OR ANY OF ITS ELEMENTS A SIGNIFICANT FACTOR INFLUENCING TRADE IN YOUR TERRITORY? (IF "NO", GO TO 6-10)

 YES NO

6-8

IF YES, IS IT GROWING IN IMPORTANCE?

 YES NO

6-9

HAS COUNTERTRADE HAD A NEGATIVE EFFECT ON CANADIAN EXPORT PROSPECTS?

 YES NO

6-10

DOES GOVERNMENT PROCUREMENT PRESENT SIGNIFICANT OPPORTUNITY IN THIS TERRITORY?

 YES NO

6-11

ARE CANADIAN FIRMS NORMALLY ELIGIBLE FOR GOVERNMENT PROCUREMENT CONTRACTS IN YOUR AREA? (IF "NO", GO TO 6-13)

 YES NO

6-12

ALTHOUGH CANADIAN FIRMS ARE ELIGIBLE FOR GOVERNMENT PROCUREMENT CONTRACTS IN YOUR AREA, ARE THERE RESTRICTIVE PROCUREMENT PRACTICES IN PLACE (e.g. BUY AMERICA) OF WHICH CANADIAN FIRMS SHOULD BE AWARE?

 YES NO

6-13

CURRENCY INFORMATION

1. CURRENCY IN WHICH INTERNATIONAL TRADE IS NORMALLY CONDUCTED:	LOCAL	<input type="checkbox"/>	2. UNIT OF LOCAL CURRENCY
	\$ U.S.	<input type="checkbox"/>	3. IS LOCAL CURRENCY FREELY CONVERTIBLE?	<input type="checkbox"/>
	MOST FREELY CONVERTIBLE CURRENCIES	<input type="checkbox"/>	4. ARE THERE CURRENCY RESTRICTIONS?	<input type="checkbox"/>
	OTHER (SPECIFY)		

6-14

CUSTOMS AND OTHER REGULATORY INFORMATIONS:

1. CUSTOMS ENTRY PROCEDURES FOR SHIPMENTS ARE:	
i SOPHISTICATED AND WELL ORGANIZED AS ONE WOULD ENCOUNTER IN NORTH AMERICA OR EEC	<input type="checkbox"/> YES <input type="checkbox"/> NO
ii BUREAUCRATIC AND TIME CONSUMING REQUIRING SUBSTANTIAL ASSISTANCE FROM LOCAL BROKER OR AGENT	<input type="checkbox"/> YES <input type="checkbox"/> NO
iii WELL ORGANIZED BUT LENGTHY AND NORMALLY NOT REQUIRING ON THE SPOT CLEARANCE ASSISTANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. ARE THERE SPECIAL CUSTOMS CLEARANCE PROCEDURES FOR SAMPLES?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. ARE IMPORT LICENCES REQUIRED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. ARE THERE ANY PROHIBITED IMPORT CATEGORIES OR IMPORT QUOTAS? (OTHER THAN THE USUAL CONTROLLED DRUG, FIREARM, DANGEROUS GOODS, ETC. RESTRICTIONS)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. ARE CERTAIN EXPORTS TO THIS COUNTRY SUBJECT TO EXPORT CONTROLS BY CANADA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. ARE CANADIAN PHYTOSANITARY CERTIFICATES ACCEPTED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. DO FOOD AND DRUG INSPECTION PRACTICES PRESENT SIGNIFICANT BARRIERS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. ARE CERTIFICATES OF ORIGIN REQUIRED FOR CERTAIN PRODUCTS EXPORTED TO THIS TERRITORY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. IS THERE A HEALTH PROTOCOL WITH THIS TERRITORY IN EFFECT FOR:	
i BOVINE BREEDING STOCK	<input type="checkbox"/> YES <input type="checkbox"/> NO
ii PORCINE BREEDING STOCK	<input type="checkbox"/> YES <input type="checkbox"/> NO
iii POULTRY BREEDING STOCK	<input type="checkbox"/> YES <input type="checkbox"/> NO
iv BOVINE SEMEN	<input type="checkbox"/> YES <input type="checkbox"/> NO
v PORCINE SEMEN	<input type="checkbox"/> YES <input type="checkbox"/> NO
vi BOVINE EMBRYOS	<input type="checkbox"/> YES <input type="checkbox"/> NO

6-15

1. ARE PACKAGING/LABELLING REQUIREMENTS DIFFICULT TO MEET? (IF "NO", GO TO 6-16)

 YES NO

2. IF YES, IN GENERAL CAN THEY BE OVERCOME WITH REASONABLE EFFORTS ON THE PART OF THE EXPORTER?

 YES NO

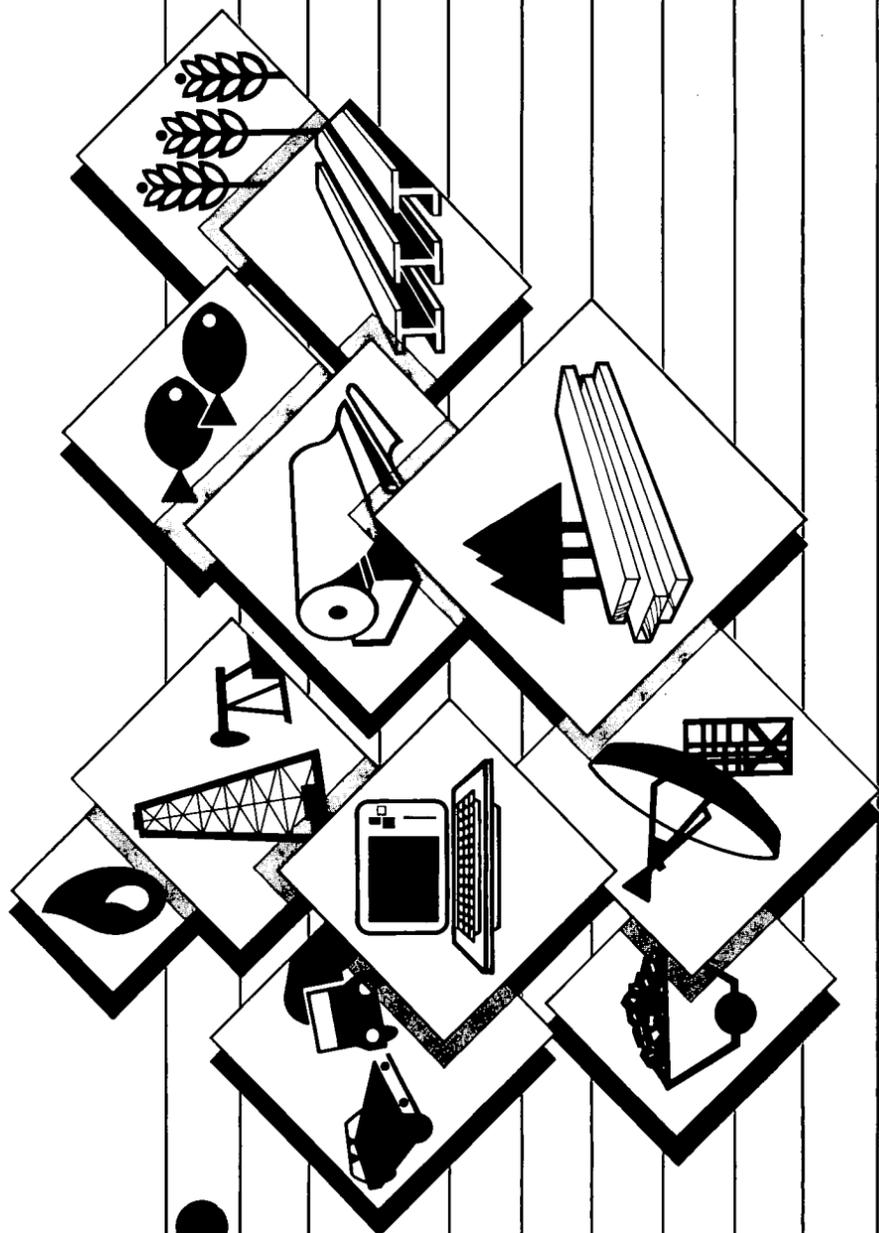
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CONTINUED ON REVERSE SIDE

PLANNING SYSTEM

GUIDE REFERENCE

7 - Sector/Sub-Sector Profile



7-6
CONT'D

8. NO, WHAT IS THE SOURCE OF THE PROBLEM?

ii. DIFFICULTY IN OBTAINING EFFECTIVE SOURCING ASSISTANCE FROM CANADIAN FEDERAL AND/OR PROVINCIAL GOVERNMENT DEPARTMENTS

YES NO

INSUFFICIENT INFORMATION IN CURRENTLY AVAILABLE DIRECTORIES (CMA, BOSS, ETC.)

iii. AVAILABILITY OF PRODUCT/SERVICE INFORMATION FROM COMPANIES

YES NO

7-7

IMPORTANT UNCOMPLETED ACTIVITIES OTHER THAN FAIRS AND MISSIONS IN THIS SECTOR/SUB-SECTOR		EXPECTED RESULTS
OFFICE USE	1.	
OFFICE USE	2.	
OFFICE USE	3.	

7-8

NEW IMPORTANT ACTIVITIES PLANNED OTHER THAN FAIRS AND MISSIONS IN THIS SECTOR/SUB-SECTOR		EXPECTED RESULTS
OFFICE USE	1.	
OFFICE USE	2.	
OFFICE USE	3.	

7-9

MAJOR PROJECTS AND/OR SEGMENTS OF PROJECTS, NOT COMMITTED, WHERE CANADIAN SUPPLIERS MIGHT BE COMPETITIVE IN THIS SECTOR/SUB-SECTOR			
TITLE	VALUE (€)	FINANCING SOURCE (€€)	CONTACT FOR FURTHER INFO. (EMBASSY OR BUREAU)
1.			
2.			
3.			
4.			

SECTOR/SUB-SECTOR PROFILES

MISSION

NOTE: PLEASE USE 12 PITCH TYPEWRITER TO COMPLETE THIS FORM

COUNTRY

SECTOR	SUB-SECTOR
--------	------------

7-1

STATISTICAL DATA ON SECTOR/SUB-SECTOR	NEXT YEAR (PROJECTED) \$ MILLIONS	CURRENT YEAR (ESTIMATED) \$ MILLIONS	ONE YEAR AGO \$ MILLIONS	TWO YEARS AGO \$ MILLIONS
MARKET SIZE (TOTAL IMPORTS)				
CANADIAN EXPORTS				
PERCENTAGES <input type="checkbox"/>	%	%	%	%
CANADIAN SHARE OF MARKET				

7-2

MAJOR COMPETING COUNTRIES AND MARKET SHARE PERCENTAGES	COUNTRIES	%	COUNTRIES	%
	1.			2.
3.			4.	
5.			6.	

7-3

CUMULATIVE EXPORT POTENTIAL FOR CANADIAN PRODUCTS AND/OR SERVICES IN THIS SECTOR/SUB-SECTOR FOR THE NEXT 3 YEARS (IN \$ MILLIONS)	0-1 <input type="checkbox"/>	1-3 <input type="checkbox"/>	3-5 <input type="checkbox"/>	5-15 <input type="checkbox"/>	15-30 <input type="checkbox"/>
	30-60 <input type="checkbox"/>	60-100 <input type="checkbox"/>	100 AND UP <input type="checkbox"/>		

7-4

WHAT IS THE CURRENT STATUS OF CANADIAN EXPORTS IN THIS SECTOR/SUB-SECTOR IN YOUR TERRITORY?	NO EXPORT RESULTS TO DATE BUT CONSIDERABLE POTENTIAL FOR FIRST SALES IN NEAR FUTURE <input type="checkbox"/>	SMALL BUT EXPANDING <input type="checkbox"/>
	WELL ESTABLISHED AND GROWING <input type="checkbox"/>	MATURE WITH LITTLE PROSPECT FOR SIGNIFICANT INCREMENTAL GROWTH <input type="checkbox"/>

7-5

LIST PRODUCTS/SERVICES FOR WHICH YOU FEEL THERE ARE GOOD MARKET PROSPECTS FOR CANADA IN THIS SECTOR/SUB-SECTOR (IN DECLINING ORDER OF IMPORTANCE)					
PRODUCTS/SERVICES	C.T.I. (*)	PRODUCTS/SERVICES	C.T.I. (*)	PRODUCTS/SERVICES	C.T.I. (*)
1.		2.		3.	
4.		5.		6.	
7.		8.		9.	
10.		11.		12.	

(*) CURRENT TOTAL IMPORTS IN \$ MILLIONS CDN

FACTORS INFLUENCING CANADIAN EXPORT PERFORMANCE IN THIS MARKET FOR THIS SECTOR/SUB-SECTOR

1. ARE IMPORT RESTRICTIONS (e.g. QUOTAS) A SIGNIFICANT PROBLEM?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	2. ARE EXPORTS OF PRODUCTS/SERVICES IN THIS SECTOR/SUB-SECTOR SUBJECT TO CANADIAN EXPORT CONTROLS?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. DEGREE OF PROTECTION OF LOCAL INDUSTRY BY IMPORT DUTIES IN THIS SECTOR/SUB-SECTOR:	A - HIGH <input type="checkbox"/>	<input type="checkbox"/>	4. ARE TECHNICAL STANDARDS APPROVALS FOR IMPORTED PRODUCTS A PROBLEM?	<input type="checkbox"/>	<input type="checkbox"/>
	B - MODERATE <input type="checkbox"/>	<input type="checkbox"/>			
	C - LOW <input type="checkbox"/>	<input type="checkbox"/>			
5. IF CANADIAN EXPORT PERFORMANCE IN YOUR TERRITORY IN THIS SECTOR/SUB-SECTOR IS LOWER THAN YOU THINK IT SHOULD BE, IN YOUR OPINION WHAT IS/ARE THE REASON(S)? (CHECK AS MANY AS YOU THINK APPROPRIATE)					
A. LACK OF INTEREST IN YOUR MARKET BY CANADIAN EXPORTERS IN THIS SECTOR/SUB-SECTOR	<input type="checkbox"/>	<input type="checkbox"/>	B. NON-COMPETITIVE PRICING	<input type="checkbox"/>	<input type="checkbox"/>
C. NON-COMPETITIVE FINANCING FROM CANADA	<input type="checkbox"/>	<input type="checkbox"/>	D. UNSUITABILITY OF CANADIAN PRODUCTS FOR YOUR MARKET	<input type="checkbox"/>	<input type="checkbox"/>
E. LIMITED SECTORAL CAPABILITY IN CANADA	<input type="checkbox"/>	<input type="checkbox"/>	F. PROBLEM OF ADAPTATION OF MARKETING TECHNIQUES TO YOUR MARKET BY CANADIAN EXPORT EXECUTIVES	<input type="checkbox"/>	<input type="checkbox"/>
G. HIGH TARIFFS	<input type="checkbox"/>	<input type="checkbox"/>	H. NON-TARIFF PROTECTIONIST MEASURES WHICH ARE DIFFICULT TO OVERCOME	<input type="checkbox"/>	<input type="checkbox"/>
I. LACK OF CREDIT AVAILABILITY FROM CANADA	<input type="checkbox"/>	<input type="checkbox"/>	J. MARKET PROSPECTS IN THIS SECTOR ARE RELATIVELY NEW AND HAVE NOT YET BEEN EXPLORED ADEQUATELY BY CANADIAN EXPORTERS	<input type="checkbox"/>	<input type="checkbox"/>
K. OTHER (SPECIFY)					
6. IF SOME CANADIAN EXPORTERS TO YOUR TERRITORY IN THIS SECTOR/SUB-SECTOR HAVE PERFORMED WELL AGAINST MAJOR INTERNATIONAL COMPETITORS OVER THE PAST 5 YEARS. TO WHAT REASON(S) WOULD YOU ATTRIBUTE THEIR SUCCESS? (CHECK AS MANY AS YOU THINK APPROPRIATE)					
A. AGGRESSIVE MARKETING IN YOUR MARKET BY CANADIAN EXPORTERS IN THIS SECTOR/SUB-SECTOR	<input type="checkbox"/>	<input type="checkbox"/>	B. PEMD SUPPORT	<input type="checkbox"/>	<input type="checkbox"/>
C. TRADE FAIRS ACTIVITIES	<input type="checkbox"/>	<input type="checkbox"/>	D. TRADE MISSIONS ACTIVITIES	<input type="checkbox"/>	<input type="checkbox"/>
E. CANADIAN GOVERNMENT EXPORT PROMOTION ACTIVITIES	<input type="checkbox"/>	<input type="checkbox"/>	F. PROVINCIAL GOVERNMENT EXPORT PROMOTION ACTIVITIES	<input type="checkbox"/>	<input type="checkbox"/>
G. CIDA PROGRAMS	<input type="checkbox"/>	<input type="checkbox"/>	H. COMPETITIVE PRICING	<input type="checkbox"/>	<input type="checkbox"/>
I. CANADA IS ONE OF THE FEW MAJOR SOURCES OF INTERNATIONAL SUPPLY IN THIS SECTOR/SUB-SECTOR	<input type="checkbox"/>	<input type="checkbox"/>	J. STRONG SECTORAL CAPABILITY IN CANADA	<input type="checkbox"/>	<input type="checkbox"/>
K. BILATERAL ECONOMIC/TRADE ARRANGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	L. AVAILABILITY OF COMPETITIVE CANADIAN FINANCING	<input type="checkbox"/>	<input type="checkbox"/>
7. WOULD A COMPREHENSIVE MARKET STUDY IN THIS SECTOR/SUB-SECTOR IMPROVE YOUR CAPABILITY OF SERVICING YOUR CLIENTS? (ASSUMING THIS IS A SECTOR OF SIGNIFICANT IMPORTANCE IN YOUR PROGRAM)					
8. A. ARE CURRENTLY AVAILABLE SOURCING TOOLS ADEQUATE FOR YOUR PROMOTIONAL ACTIVITIES IN THIS SECTOR/SUB-SECTOR?					

8

INVESTMENT SOURCING POTENTIAL PROFILE

MISSION

NOTE: PLEASE USE 12 PITCH TYPEWRITER
TO COMPLETE THIS FORM

COUNTRY

8-1

WHAT ARE THE MOST IMPORTANT SECTORS/SUB-SECTORS ON WHICH YOU WILL BE CONCENTRATING YOUR INVESTMENT PROMOTION EFFORTS IN THE COMING YEAR? (LIST IN ORDER OF IMPORTANCE)

SECTOR	SUB-SECTOR
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.

8-2

IN POINT FORM PLEASE INDICATE THE MAIN REASON(S) WHY THE SECTORS/SUB-SECTORS IN 8-1 WERE SELECTED.

1.
2.
3.
4.
5.
6.

8-3

INVESTMENT PROMOTION PROGRAM PLANS AND ANTICIPATED RESULTS

1. HOW DO YOU PROPOSE TO IDENTIFY, DEVELOP AND EXPLOIT INVESTMENT OPPORTUNITIES IN THE SECTORS / SUB-SECTORS LISTED IN 8-1? (I.E. SUMMARIZE YOUR PROGRAM PLANS AS OPPOSED TO SPECIFIC EVENTS PLANS OUTLINED IN QUESTION 9)	ANTICIPATED RESULTS FOR YEAR
i.	
ii.	
iii.	
iv.	
v.	
vi.	
2. IF YOU HAVE IMPORTANT PROGRAM PLANS OF A NON-SECTOR SPECIFIC NATURE (E.G. BANKING OR INSTITUTIONAL), PLEASE SUMMARIZE HERE.	ANTICIPATED RESULTS FOR YEAR
i.	
ii.	
iii.	

8-4

BY CHECKING THE APPROPRIATE BOX(ES) BELOW, INDICATE THOSE FACTOR(S) IN YOUR TERRITORY'S ENVIRONMENT THAT TEND TO CAUSE OUTWARD FLOWS OF INVESTMENT:

1. CAPITAL FLIGHT ASSOCIATED WITH POLITICAL UNCERTAINTY <input type="checkbox"/>	2. CAPITAL FLIGHT ASSOCIATED WITH ECONOMIC UNCERTAINTY <input type="checkbox"/>	3. EMIGRATION <input type="checkbox"/>
4. CORPORATE SEARCH FOR CHEAPER PRODUCTION AND / OR OPERATING COSTS OUTSIDE THE COUNTRY <input type="checkbox"/>	5. LOCAL TAX AND INVESTMENT CLIMATE TENDS TO DISCOURAGE DOMESTIC INVESTMENT <input type="checkbox"/>	6. CORPORATE EXPANSION TO SEEK NEW MARKETS <input type="checkbox"/>
7. CORPORATE EXPANSION TO SERVE BETTER EXISTING MARKETS <input type="checkbox"/>	8. LARGE CAPITAL POOLS SEEKING INVESTMENT OUTLETS ABROAD (E.G. OIL STATES) <input type="checkbox"/>	9. TERRITORY IS HOST TO ACTIVE INTERNATIONAL CAPITAL MARKET WHICH IS FOCUSED ON INTERNATIONAL CAPITAL MOVEMENTS (E.G. N.Y., LONDON, TOKYO) <input type="checkbox"/>

8-5

PRINCIPAL COUNTRY DESTINATIONS OF DIRECT EQUITY INVESTMENT FROM YOUR COUNTRY / TERRITORY

DESTINATION	BEST ESTIMATE OF AMOUNT IN \$ CAN.	DESTINATION	BEST ESTIMATE OF AMOUNT IN \$ CAN.
1.	\$ M	2.	\$ M
3.	\$ M	4.	\$ M

8-6

TOTAL ANNUAL DIRECT EQUITY INVESTMENT TO ALL DESTINATIONS (IF NO OFFICIAL STATISTICS AVAILABLE USE BEST JUDGEMENT AS TO APPROXIMATE FIGURE)

\$ M

8-7

TOTAL VALUE OF EXISTING DIRECT EQUITY INVESTMENT IN CANADA FROM YOUR TERRITORY (IF NO OFFICIAL STATISTICS AVAILABLE USE BEST JUDGEMENT AS TO APPROXIMATE FIGURE)

\$ M

8-8

FOR EACH CATEGORY OF INVESTOR, WHAT WOULD YOU ESTIMATE AS THEIR PERCENTAGE OF TOTAL ANNUAL DIRECT EQUITY INVESTMENT OUTFLOWS FROM YOUR TERRITORY?

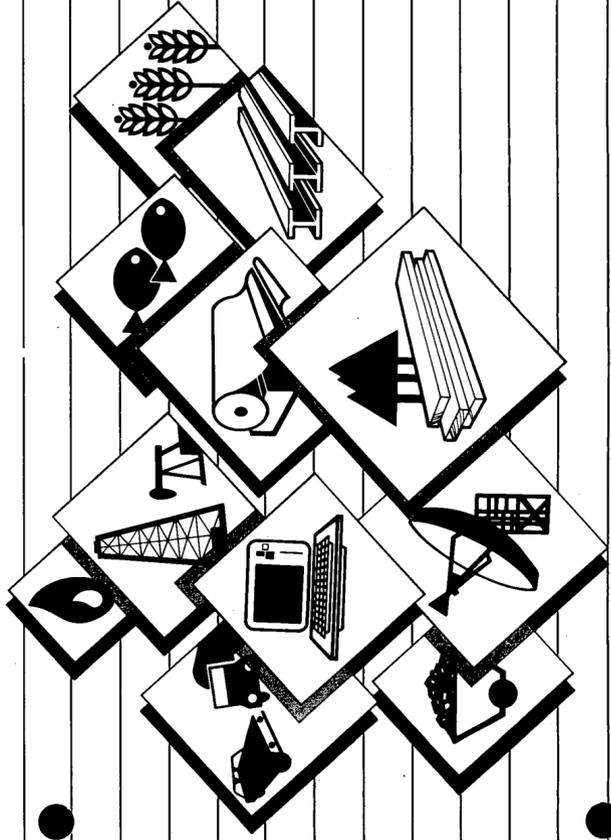
1. CORPORATIONS	%	2. INSTITUTIONAL INVESTORS (E.G. PENSION FUNDS)	%
3. ENTREPRENEURS	%	4. IMMIGRANT ENTREPRENEURS	%

EXT 1264 / E (86 / 7)

CONTINUED ON REVERSE SIDE

**QUARTERLY RESULTS
AND
ACTIVITY REPORT**

APRIL/JUNE



**CANADIAN BUSINESS VISITORS IN CONTACT WITH
MISSION DURING REPORTING PERIOD**

NAME AND TITLE	ORGANIZATION	PURPOSE OF VISIT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		

NOTE: IF INSUFFICIENT SPACE PLEASE USE EXTRA FORMS PROVIDED

BUSINESS ACTIVITY FORM

MISSION

COUNTRY

REPORTING PERIOD

APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH
---------------	-------------------	---------------------	------------------

NAME OF CANADIAN FIRM	NAME OF LOCAL FIRM
NAME OF CONTACT	NAME OF CONTACT
NUMBER AND STREET CITY AND PROVINCE POSTAL CODE	ADDRESS

SECTOR	SUB-SECTOR	PRODUCT AND / OR SERVICE
NATURE OF BUSINESS ACTIVITY <input type="checkbox"/> EXPORT SALE AGREEMENT <input type="checkbox"/> NEW LICENCING AGREEMENT <input type="checkbox"/> TECHNOLOGY TRANSFER TO CANADA FROM TERRITORY <input type="checkbox"/> NEW BUYING CONNECTION / AGENCY AGREEMENT <input type="checkbox"/> CANADIAN INVESTMENT IN TERRITORY <input type="checkbox"/> TECHNOLOGY TRANSFER FROM CANADA TO TERRITORY <input type="checkbox"/> NEW JOINT VENTURE <input type="checkbox"/> INVESTMENT IN CANADA FROM TERRITORY		
VALUE OF BUSINESS ACTIVITY \$ <input type="text"/>	DID MISSION PLAY A ROLE IN THIS ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, PROVIDE BRIEF COMMENTS / EXPLANATIONS / OBSERVATIONS: <input type="text"/>		
IF APPLICABLE, IDENTIFY GOVERNMENT PROGRAMS / OFFICES INVOLVED:	INITIAL SOURCE OF INFORMATION	DISTRIBUTION LIST OF THIS FORM
<input type="checkbox"/> TRADE FAIR <input type="checkbox"/> REGIONAL OFFICE <input type="checkbox"/> TRADE MISSION <input type="checkbox"/> ISB <input type="checkbox"/> PEMD <input type="checkbox"/> OTHER	<input type="text"/>	<input type="text"/>

EXT 1257/E (86/7)

NOTE: EXTRA COPIES OF THIS FORM ARE PROVIDED

EXPORT PROMOTION ACTIVITIES

MISSION

NOTE: PLEASE USE 12 PITCH TYPEWRITER TO COMPLETE THIS FORM.

COUNTRY

PLEASE PROVIDE BELOW SUMMARIES OF THE ACTIVITIES YOU HAD PLANNED FOR THE QUARTER JUST COMPLETED WHICH ARE ELEMENTS OF YOUR ANNUAL PLAN FOR YOUR PRIORITY SECTORS.

PLEASE SUMMARIZE BELOW HOW THESE PLANS FARED.

SECTORS AND COUNTRIES	BRIEF SUMMARY OF IMPORTANT ACTIVITIES YOU HAD PLANNED FOR REPORTING PERIOD	HIGHLIGHTS OF IMPORTANT ACTIVITIES ACCOMPLISHED AND RESULTS FOR REPORTING PERIOD
SECTOR COUNTRY	1.	1.
SECTOR COUNTRY	2.	2.
SECTOR COUNTRY	3.	3.
SECTOR COUNTRY	4.	4.
SECTOR COUNTRY	5.	5.
SECTOR COUNTRY	6.	6.

INVESTMENT PROMOTION

THE PRIORITY PROGRAM ACTIVITIES YOU REPORT ON BELOW WOULD ALSO INCLUDE THOSE PROMOTIONAL EVENTS APPROVED AND FUNDED BY HEADQUARTERS

BRIEF SUMMARY OF PRIORITY ACTIVITIES YOU HAD PLANNED TO COMPLETE IN THE LAST QUARTER	HIGHLIGHTS OF RESULTS TO DATE

SPECIAL ACTIVITIES IN EXPORT AND INVESTMENT PROMOTION PROGRAM

IF EXTRAORDINARY EVENTS OCCURED OR SPECIAL EFFORTS WERE REQUIRED OF AN UNPLANNED NATURE WHICH CONSUMED YOUR PROGRAM RESOURCES DURING THE REPORTING PERIOD, PLEASE LIST BELOW (E.G. HIGH LEVEL VISITS, SPECIAL ECONOMIC / COMMERCIAL REPORTS ON IMPORTANT ISSUES).

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

WORKLOAD AND OFFICER SUMMARY FORM

MISSION

NO. OF OCCUPIED OFFICER POSITIONS
CANADA BASED LOCALLY ENGAGED

COUNTRY

REPORTING PERIOD

APRIL JUNE JULY SEPTEMBER OCTOBER DECEMBER JANUARY MARCH

ACTIVITY	NUMBER	PERCENTAGE OF OFFICER TIME (%)		ACTIVITY	NUMBER	PERCENTAGE OF OFFICER TIME (%)	
		CANADA BASED	LOCALLY ENGAGED			CANADA BASED	LOCALLY ENGAGED
1. EXPORT ENQUIRIES	FROM CANADA FROM TERRITORY			8. REQUESTS FOR SERVICE FROM GOVERNMENT SOURCES	EXTERNAL AFFAIRS REPORTS P M O R G O N I S I C P R E P O R T S CONTACTS		
2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON)	VISITS			9. ADMINISTRATION	PROGRAM MGMT. & ADM. LEAVE, PROFESS. DEVELOP.		
3. EXPORT PROMOTION PROJECTS AND EVENTS	FAIRS MISSIONS OTHER			10. SERVICE TO OTHER MISSION PROGRAMS			
4. COMMERCIAL / ECONOMIC REPORTS COMPLETED				11. NUMBER OF BUSINESS VISITORS	FROM CANADA FROM TERRITORY		
5. SERVICING INVESTMENT PROMOTION ENQUIRIES	FROM CANADA FROM TERRITORY			12. NUMBER OF PEMD APPLICATIONS COMMENTED ON			
6. TECHNOLOGY INFLOW PROGRAM	ENQUIRIES FROM CANADA CONNECTIONS ARRANGED			* NAMES OF OGD'S, PROVINCES, ETC. IN APPROXIMATE DESCENDING ORDER OF ATTENDANT WORKLOAD			
7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G., HI-TECH CONF., MID-POSTING TOUR, ETC.)				1.	2.	3.	
				4.	5.	6.	

INSTRUCTIONS

MOST OF THE DATA FOR THE "WORKLOAD AND OFFICER TIME SUMMARY FORM" IS OBTAINED BY ADDING TOGETHER THE FIGURES ENTERED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM" FOR EACH OCCUPIED OFFICER POSITION INVOLVED IN THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM. MISSIONS WITH A TRADE PROGRAM BEING SUPERVISED BY A CANADA-BASED TRADE OFFICER LOCATED AT ANOTHER MISSION WILL ALSO COMPLETE THE "WORKLOAD AND OFFICER TIME SUMMARY FORM".

NUMBER OF OCCUPIED POSITIONS:

- ASSUME ONE OFFICER ONLY PER OCCUPIED POSITION, I.E. DO NOT DOUBLE COUNT A POSITION DURING PERIODS OF OVERLAP BETWEEN DEPARTING AND ARRIVING OFFICERS.
- DO NOT COUNT POSITIONS THAT WERE UNFILLED OVER THE ENTIRE QUARTER.

TOTAL TIME:

TO OBTAIN TOTAL CANADA-BASED OR LOCALLY-ENGAGED OFFICER TIME FOR EACH ACTIVITY, ADD TOGETHER THE CORRESPONDING TIME FIGURES RECORDED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM". (NOTE: FOR ANY GIVEN ACTIVITY, THE SUM OF INDIVIDUAL OFFICER TIME PERCENTAGES MAY EXCEED 100. A TOTAL TIME VALUE OF 135 WOULD INDICATE THAT 1.35 PERSON-YEARS HAVE BEEN DEVOTED TO THE ACTIVITY.)

INDIVIDUAL OFFICER ACTIVITY FORM

THIS FORM IS TO BE RETAINED BY THE MISSION

NAME OF OFFICER POSITION NUMBER

MISSION

COUNTRY

REPORTING PERIOD

APRIL JUNE JULY SEPTEMBER OCTOBER DECEMBER JANUARY MARCH

ACTIVITY	NUMBER	% OF TIME	ACTIVITY	NUMBER	% OF TIME
1. EXPORT ENQUIRIES	FROM CANADA FROM TERRITORY		6. TECHNOLOGY INFLOW PROGRAM	ENQUIRIES FROM CANADA CONNECTIONS ARRANGED	
2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON)	VISITS		7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G. HI-TECH CONF., MID-POSTING TOUR, ETC.)		
3. EXPORT PROMOTION PROJECTS AND EVENTS	FAIRS MISSIONS OTHER		8. REQUEST FOR SERVICE FROM GOVERNMENT SOURCES	EXTERNAL AFFAIRS REPORTS P M O R G O N I S I C P R E P O R T S CONTACTS	
4. COMMERCIAL / ECONOMIC REPORTS COMPLETED			9. ADMINISTRATION	PROGRAM MGMT. AND ADMIN. LEAVE, PROFESS. DEVELOP.	
5. SERVICING INVESTMENT PROMOTION ENQUIRIES	FROM CANADA FROM TERRITORY		10. SERVICE TO OTHER MISSION PROGRAMS		

EXT 1257/E (86/7)

INSTRUCTIONS

- THIS FORM IS FOR THE MISSION'S USE ONLY; IT IS TO BE RETAINED BY THE MISSION.
- IT IS RECOMMENDED THAT EACH OFFICER INVOLVED IN THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM FILL OUT AN INDIVIDUAL OFFICER ACTIVITY FORM AT THE END OF EVERY QUARTER INDICATING TIME SPENT (IN PERCENTAGE TERMS) AND THE CORRESPONDING WORKLOAD BY ACTIVITY.
- EXPRESS FIGURES IN WHOLE NUMBERS ONLY. PLEASE DO NOT USE FRACTIONS OR DECIMALS.

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.

INVESTMENT PROMOTION ENQUIRY: ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND BUSINESS VISITORS REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING INVESTMENT OPPORTUNITIES IN CANADA.

TECHNOLOGY INFLOW PROGRAMS: ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND BUSINESS VISITORS FROM CANADA REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING THE IDENTIFICATION OF PARTICULAR TECHNOLOGIES IN MISSION TERRITORY. **CONNECTION** - CONTACT FACILITATED BY MISSION BETWEEN CANADIAN AND TERRITORY ORGANIZATIONS RESULTING FROM EARLIER ENQUIRY BY CANADIAN SIDE.

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: 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).

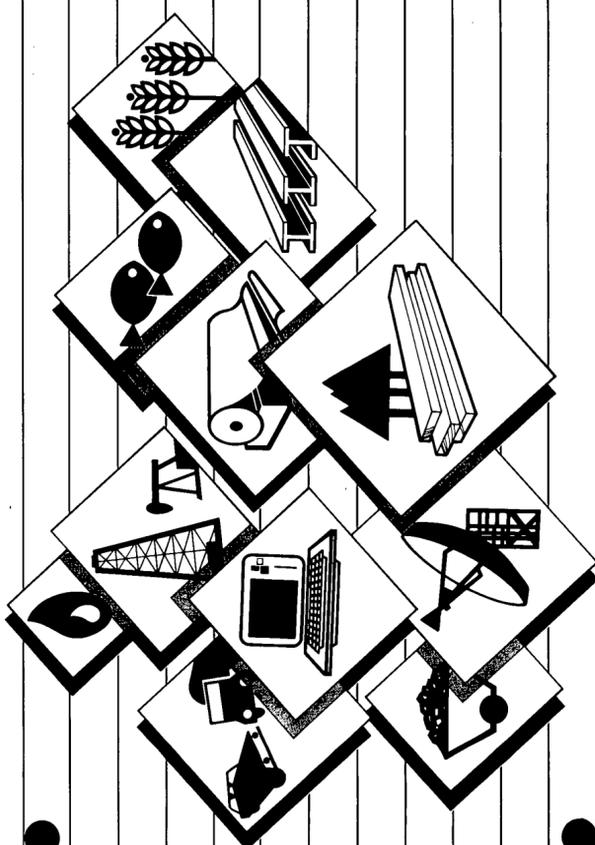
ADMINISTRATION: INCLUDES EXPORT AND INVESTMENT PROMOTION PROGRAM PLANNING, MANAGEMENT AND ADMINISTRATION; LEAVE, PROFESSIONAL DEVELOPMENT AND / OR OTHER NON-PROGRAM ACTIVITY.

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

**QUARTERLY RESULTS
AND
ACTIVITY REPORT**

JULY/SEPTEMBER

MID-YEAR REVIEW



CANADIAN BUSINESS VISITORS IN CONTACT WITH MISSION DURING REPORTING PERIOD

NAME AND TITLE	ORGANIZATION	PURPOSE OF VISIT
1.		
2.		
3.		
4.		
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9.		
10.		
11.		
12.		
13.		

NOTE: IF INSUFFICIENT SPACE PLEASE USE EXTRA FORMS PROVIDED

BUSINESS ACTIVITY FORM

MISSION

COUNTRY

REPORTING PERIOD

APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH
---------------	-------------------	---------------------	------------------

NAME OF CANADIAN FIRM	NAME OF LOCAL FIRM
NAME OF CONTACT	NAME OF CONTACT
NUMBER AND STREET CITY AND PROVINCE POSTAL CODE	ADDRESS

SECTOR	SUB-SECTOR	PRODUCT AND / OR SERVICE
NATURE OF BUSINESS ACTIVITY <input type="checkbox"/> EXPORT SALE AGREEMENT <input type="checkbox"/> NEW BUYING CONNECTION / AGENCY AGREEMENT <input type="checkbox"/> NEW JOINT VENTURE <input type="checkbox"/> NEW LICENCING AGREEMENT <input type="checkbox"/> CANADIAN INVESTMENT IN TERRITORY <input type="checkbox"/> INVESTMENT IN CANADA FROM TERRITORY <input type="checkbox"/> TECHNOLOGY TRANSFER TO CANADA FROM TERRITORY <input type="checkbox"/> TECHNOLOGY TRANSFER FROM CANADA TO TERRITORY		
VALUE OF BUSINESS ACTIVITY \$ <input type="text"/>	DID MISSION PLAY A ROLE IN THIS ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, PROVIDE BRIEF COMMENTS / EXPLANATIONS / OBSERVATIONS: <input type="text"/>		
IF APPLICABLE, IDENTIFY GOVERNMENT PROGRAMS / OFFICES INVOLVED:	<input type="checkbox"/> TRADE FAIR <input type="checkbox"/> TRADE MISSION <input type="checkbox"/> PEMD <input type="checkbox"/> REGIONAL OFFICE <input type="checkbox"/> ISB <input type="checkbox"/> OTHER	INITIAL SOURCE OF INFORMATION DISTRIBUTION LIST OF THIS FORM

NOTE: EXTRA COPIES OF THIS FORM ARE PROVIDED

MID-YEAR REVIEW

EXPORT AND INVESTMENT PROMOTION PROGRAM-QUARTERLY ACTIVITY AND RESULTS REPORT

UPDATE ON RECENT TRADE AND ECONOMIC DEVELOPMENTS IN MISSION TERRITORY

THE MID-YEAR REVIEW PROVIDES THE OPPORTUNITY TO GIVE AN UPDATE TO HEADQUARTERS OF THE TRADE AND ECONOMIC OVERVIEW OF YOUR TERRITORY THAT YOU PROVIDED IN BRIEF NARRATIVE FORM IN SECTION I OF YOUR ANNUAL WORKPLAN. IF YOU FEEL THAT EVENTS OR TRENDS THAT HAVE OCCURRED SINCE THE SUBMISSION OF THE ANNUAL PLAN MAY HAVE IMPORTANT IMPLICATIONS FOR CANADIAN TRADE AND ECONOMIC INTERESTS IN YOUR TERRITORY AND THAT YOUR OVERVIEWS SHOULD BE CHANGED ACCORDINGLY, PLEASE PHOTOCOPY YOUR ORIGINAL OVERVIEW, MAKE THE NECESSARY CHANGES BY HAND AND ATTACH IT TO YOUR SECOND QUARTERLY REPORT (JULY-SEPT.) FOR FORWARDING TO HEADQUARTERS. PLEASE NOTE, HOWEVER, THAT IT IS NOT NECESSARY TO PROVIDE AN UPDATE IF CONDITIONS REMAIN ESSENTIALLY UNCHANGED.

OTHER CHANGES

IF YOU FEEL YOU WOULD LIKE TO MAKE MAJOR CHANGES TO ANY OTHER PART OF YOUR ANNUAL WORKPLAN IN ORDER TO ACCOUNT FOR CHANGES IN YOUR MISSION'S ENVIRONMENT PLEASE NOTE ON A SEPARATE PAGE THE SECTION AND QUESTION NUMBER IN THE PLAN, FOLLOWED BY A BRIEF DESCRIPTION OF THE CHANGE OR UPDATE YOU WOULD LIKE TO MAKE.

EXPORT PROMOTION ACTIVITIES

NOTE: PLEASE USE 12 PITCH TYPEWRITER TO COMPLETE THIS FORM.

MISSION

COUNTRY

PLEASE PROVIDE BELOW SUMMARIES OF THE ACTIVITIES YOU HAD PLANNED FOR THE QUARTER JUST COMPLETED WHICH ARE ELEMENTS OF YOUR ANNUAL PLAN FOR YOUR PRIORITY SECTORS.

PLEASE SUMMARIZE BELOW HOW THESE PLANS FARED.

SECTORS AND COUNTRIES	BRIEF SUMMARY OF IMPORTANT ACTIVITIES YOU HAD PLANNED FOR REPORTING PERIOD	HIGHLIGHTS OF IMPORTANT ACTIVITIES ACCOMPLISHED AND RESULTS FOR REPORTING PERIOD
SECTOR COUNTRY	1.	1.
SECTOR COUNTRY	2.	2.
SECTOR COUNTRY	3.	3.
SECTOR COUNTRY	4.	4.
SECTOR COUNTRY	5.	5.
SECTOR COUNTRY	6.	6.

INVESTMENT PROMOTION

THE PRIORITY PROGRAM ACTIVITIES YOU REPORT ON BELOW WOULD ALSO INCLUDE THOSE PROMOTIONAL EVENTS APPROVED AND FUNDED BY HEADQUARTERS

BRIEF SUMMARY OF PRIORITY ACTIVITIES YOU HAD PLANNED TO COMPLETE IN THE LAST QUARTER	HIGHLIGHTS OF RESULTS TO DATE

SPECIAL ACTIVITIES IN EXPORT AND INVESTMENT PROMOTION PROGRAM

IF EXTRAORDINARY EVENTS OCCURED OR SPECIAL EFFORTS WERE REQUIRED OF AN UNPLANNED NATURE WHICH CONSUMED YOUR PROGRAM RESOURCES DURING THE REPORTING PERIOD, PLEASE LIST BELOW (E.G. HIGH LEVEL VISITS, SPECIAL ECONOMIC / COMMERCIAL REPORTS ON IMPORTANT ISSUES).

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

WORKLOAD AND OFFICER SUMMARY FORM

NO. OF OCCUPIED OFFICER POSITIONS
CANADA BASED LOCALLY ENGAGED

MISSION
COUNTRY
REPORTING PERIOD
APRIL JUNE JULY SEPTEMBER OCTOBER DECEMBER JANUARY MARCH

ACTIVITY	NUMBER	PERCENTAGE OF OFFICER TIME (%)		ACTIVITY	NUMBER	PERCENTAGE OF OFFICER TIME (%)	
		CANADA BASED	LOCALLY ENGAGED			CANADA BASED	LOCALLY ENGAGED
1. EXPORT ENQUIRIES	FROM CANADA FROM TERRITORY			8. REQUESTS FOR SERVICE FROM GOVERNMENT SOURCES	EXTERNAL AFFAIRS REPORTS P R U CONTACTS O D V I S N I C R E P S A S L		
2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON)	VISITS			9. ADMINISTRATION	PROGRAM MGMT. & ADM. LEAVE, PROFESS. DEVELOP.		
3. EXPORT PROMOTION PROJECTS AND EVENTS	FAIRS MISSIONS OTHER			10. SERVICE TO OTHER MISSION PROGRAMS			
4. COMMERCIAL / ECONOMIC REPORTS COMPLETED				11. NUMBER OF BUSINESS VISITORS	FROM CANADA FROM TERRITORY		
5. SERVICING INVESTMENT PROMOTION ENQUIRIES	FROM CANADA FROM TERRITORY			12. NUMBER OF PEMD APPLICATIONS COMMENTED ON			
6. TECHNOLOGY INFLOW PROGRAM	ENQUIRIES FROM CANADA CONNECTIONS ARRANGED			* NAMES OF OGD'S, PROVINCES, ETC. IN APPROXIMATE DESCENDING ORDER OF ATTENDANT WORKLOAD			
7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G., HI-TECH CONF., MID-POSTING TOUR, ETC.)				1.	2.	3.	
				4.	5.	6.	

INSTRUCTIONS

MOST OF THE DATA FOR THE "WORKLOAD AND OFFICER TIME SUMMARY FORM" IS OBTAINED BY ADDING TOGETHER THE FIGURES ENTERED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM" FOR EACH OCCUPIED OFFICER POSITION INVOLVED IN THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM. MISSIONS WITH A TRADE PROGRAM BEING SUPERVISED BY A CANADA-BASED TRADE OFFICER LOCATED AT ANOTHER MISSION WILL ALSO COMPLETE THE "WORKLOAD AND OFFICER TIME SUMMARY FORM".

TOTAL TIME:

TO OBTAIN TOTAL CANADA-BASED OR LOCALLY-ENGAGED OFFICER TIME FOR EACH ACTIVITY, ADD TOGETHER THE CORRESPONDING TIME FIGURES RECORDED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM". (NOTE: FOR ANY GIVEN ACTIVITY, THE SUM OF INDIVIDUAL OFFICER TIME PERCENTAGES MAY EXCEED 100. A TOTAL TIME VALUE OF 135 WOULD INDICATE THAT 1.35 PERSON-YEARS HAVE BEEN DEVOTED TO THE ACTIVITY.)

NUMBER OF OCCUPIED POSITIONS:

- DO NOT COUNT ONE OFFICER ONLY PER OCCUPIED POSITION, I.E. DO NOT DOUBLE COUNT A POSITION DURING PERIODS OF OVERLAP BETWEEN DEPARTING AND ARRIVING OFFICERS.
- DO NOT COUNT POSITIONS THAT WERE UNFILLED OVER THE ENTIRE QUARTER.

INDIVIDUAL OFFICER ACTIVITY FORM

THIS FORM IS TO BE RETAINED AT THE MISSION

NAME OF OFFICER POSITION NUMBER

MISSION
COUNTRY
REPORTING PERIOD
APRIL JUNE JULY SEPTEMBER OCTOBER DECEMBER JANUARY MARCH

ACTIVITY	NUMBER	% OF TIME	ACTIVITY	NUMBER	% OF TIME
1. EXPORT ENQUIRIES	FROM CANADA FROM TERRITORY		6. TECHNOLOGY INFLOW PROGRAM	ENQUIRIES FROM CANADA CONNECTIONS ARRANGED	
2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON)	VISITS		7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G. HI-TECH CONF., MID-POSTING TOUR, ETC.)		
3. EXPORT PROMOTION PROJECTS AND EVENTS	FAIRS MISSIONS OTHER		8. REQUEST FOR SERVICE FROM GOVERNMENT SOURCES	EXTERNAL AFFAIRS REPORTS P R U CONTACTS O D V I S N I C R E P S A S L	
4. COMMERCIAL / ECONOMIC REPORTS COMPLETED			9. ADMINISTRATION	PROGRAM MGMT. AND ADMIN. LEAVE, PROFESS. DEVELOP.	
5. SERVICING INVESTMENT PROMOTION ENQUIRIES	FROM CANADA FROM TERRITORY		10. SERVICE TO OTHER MISSION PROGRAMS		

INSTRUCTIONS

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- EXPRESS FIGURES IN WHOLE NUMBERS ONLY. PLEASE DO NOT USE FRACTIONS OR DECIMALS.

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.

INVESTMENT PROMOTION ENQUIRY: ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND BUSINESS VISITORS REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING INVESTMENT OPPORTUNITIES IN CANADA.

TECHNOLOGY INFLOW PROGRAMS: ENQUIRY - ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND BUSINESS VISITORS FROM CANADA REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING THE IDENTIFICATION OF PARTICULAR TECHNOLOGIES IN MISSION TERRITORY. CONNECTION - CONTACT FACILITATED BY MISSION BETWEEN CANADIAN AND TERRITORY ORGANIZATIONS RESULTING FROM EARLIER ENQUIRY BY CANADIAN SIDE.

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

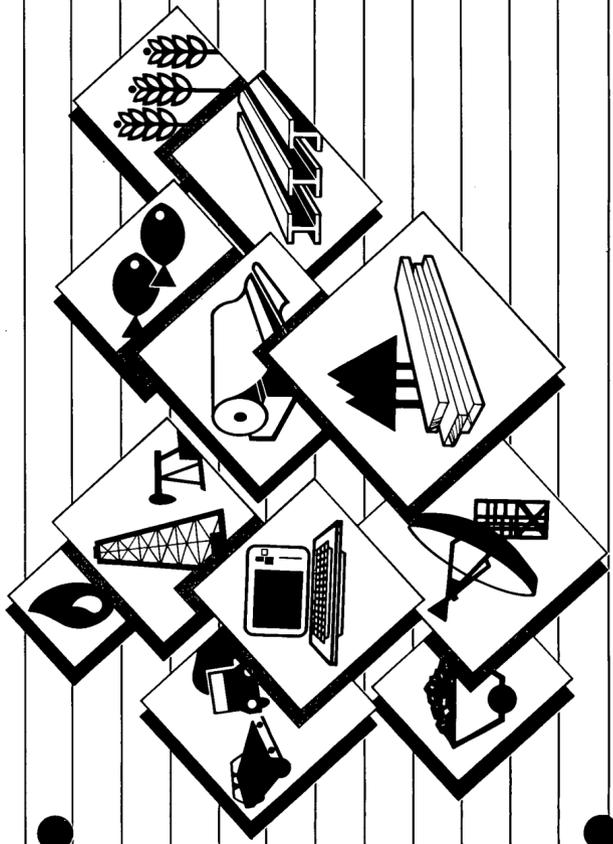
REQUESTS FOR SERVICE FROM GOVERNMENT SOURCES: REPORTS - ALL SCHEDULED AND AD HOC REPORTS REQUESTED BY ALL GOVERNMENT SOURCES. CONTACTS - ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND OFFICIAL VISITORS FROM OTHER FEDERAL GOVERNMENT DEPARTMENTS, PROVINCIAL GOVERNMENTS, AND OTHER LEVELS OF GOVERNMENT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

**QUARTERLY RESULTS
AND
ACTIVITY REPORT**

OCTOBER/DECEMBER



**CANADIAN BUSINESS VISITORS IN CONTACT WITH
MISSION DURING REPORTING PERIOD**

NAME AND TITLE	ORGANIZATION	PURPOSE OF VISIT
1.		
2.		
3.		
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BUSINESS ACTIVITY FORM

MISSION			
COUNTRY			
REPORTING PERIOD			
APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH

NAME OF CANADIAN FIRM	NAME OF LOCAL FIRM
NAME OF CONTACT	NAME OF CONTACT
NUMBER AND STREET CITY AND PROVINCE POSTAL CODE	ADDRESS

SECTOR	SUB-SECTOR	PRODUCT AND / OR SERVICE
NATURE OF BUSINESS ACTIVITY <input type="checkbox"/> EXPORT SALE AGREEMENT <input type="checkbox"/> NEW BUYING CONNECTION / AGENCY AGREEMENT <input type="checkbox"/> NEW JOINT VENTURE <input type="checkbox"/> NEW LICENCING AGREEMENT <input type="checkbox"/> CANADIAN INVESTMENT IN TERRITORY <input type="checkbox"/> INVESTMENT IN CANADA FROM TERRITORY <input type="checkbox"/> TECHNOLOGY TRANSFER TO CANADA FROM TERRITORY <input type="checkbox"/> TECHNOLOGY TRANSFER FROM CANADA TO TERRITORY		
VALUE OF BUSINESS ACTIVITY \$	DID MISSION PLAY A ROLE IN THIS ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, PROVIDE BRIEF COMMENTS / EXPLANATIONS / OBSERVATIONS:		
IF APPLICABLE, IDENTIFY GOVERNMENT PROGRAMS / OFFICES INVOLVED: <input type="checkbox"/> TRADE FAIR <input type="checkbox"/> TRADE MISSION <input type="checkbox"/> PEMD <input type="checkbox"/> REGIONAL OFFICE <input type="checkbox"/> ISB <input type="checkbox"/> OTHER		INITIAL SOURCE OF INFORMATION DISTRIBUTION LIST OF THIS FORM

EXT 1259/E (86/7)

NOTE: EXTRA COPIES OF THIS FORM ARE PROVIDED

EXPORT PROMOTION ACTIVITIES

NOTE: PLEASE USE 12 PITCH TYPEWRITER TO COMPLETE THIS FORM.

COUNTRY

MISSION

PLEASE PROVIDE BELOW SUMMARIES OF THE ACTIVITIES YOU HAD PLANNED FOR THE QUARTER JUST COMPLETED WHICH ARE ELEMENTS OF YOUR ANNUAL PLAN FOR YOUR PRIORITY SECTORS.

PLEASE SUMMARIZE BELOW HOW THESE PLANS FARED.

SECTORS AND COUNTRIES	BRIEF SUMMARY OF IMPORTANT ACTIVITIES YOU HAD PLANNED FOR REPORTING PERIOD	HIGHLIGHTS OF IMPORTANT ACTIVITIES ACCOMPLISHED AND RESULTS FOR REPORTING PERIOD
SECTOR COUNTRY	1.	1.
SECTOR COUNTRY	2.	2.
SECTOR COUNTRY	3.	3.
SECTOR COUNTRY	4.	4.
SECTOR COUNTRY	5.	5.
SECTOR COUNTRY	6.	6.

INVESTMENT PROMOTION

THE PRIORITY PROGRAM ACTIVITIES YOU REPORT ON BELOW WOULD ALSO INCLUDE THOSE PROMOTIONAL EVENTS APPROVED AND FUNDED BY HEADQUARTERS

BRIEF SUMMARY OF PRIORITY ACTIVITIES YOU HAD PLANNED TO COMPLETE IN THE LAST QUARTER	HIGHLIGHTS OF RESULTS TO DATE

SPECIAL ACTIVITIES IN EXPORT AND INVESTMENT PROMOTION PROGRAM

IF EXTRAORDINARY EVENTS OCCURED OR SPECIAL EFFORTS WERE REQUIRED OF AN UNPLANNED NATURE WHICH CONSUMED YOUR PROGRAM RESOURCES DURING THE REPORTING PERIOD, PLEASE LIST BELOW (E.G. HIGH LEVEL VISITS, SPECIAL ECONOMIC / COMMERCIAL REPORTS ON IMPORTANT ISSUES).

1.
2.
3.
4.
5.
6.
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10.

WORKLOAD AND OFFICER SUMMARY FORM

NO. OF OCCUPIED OFFICER POSITIONS
CANADA BASED LOCALLY ENGAGED

COUNTRY MISSION
REPORTING PERIOD
APRIL JUNE JULY SEPTEMBER OCTOBER DECEMBER JANUARY MARCH

ACTIVITY	NUMBER	PERCENTAGE OF OFFICER TIME (%)		ACTIVITY	NUMBER	PERCENTAGE OF OFFICER TIME (%)	
		CANADA BASED	LOCALLY ENGAGED			CANADA BASED	LOCALLY ENGAGED
1. EXPORT ENQUIRIES	FROM CANADA FROM TERRITORY			8. REQUESTS FOR SERVICE FROM GOVERNMENT SOURCES	EXTERNAL AFFAIRS REPORTS ODG CONTACTS ODG REPORTS		
2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON)	VISITS			9. ADMINISTRATION	PROGRAM MGMT. & ADM. LEAVE, PROFESS. DEVELOP.		
3. EXPORT PROMOTION PROJECTS AND EVENTS	FAIRS MISSIONS OTHER			10. SERVICE TO OTHER MISSION PROGRAMS			
4. COMMERCIAL / ECONOMIC REPORTS COMPLETED				11. NUMBER OF BUSINESS VISITORS	FROM CANADA FROM TERRITORY		
5. SERVICING INVESTMENT PROMOTION ENQUIRIES	FROM CANADA FROM TERRITORY			12. NUMBER OF Pemd APPLICATIONS COMMENTED ON			
6. TECHNOLOGY INFLOW PROGRAM	ENQUIRIES FROM CANADA CONNECTIONS ARRANGED			* NAMES OF OGD'S, PROVINCES, ETC. IN APPROXIMATE DESCENDING ORDER OF ATTENDANT WORKLOAD			
7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G., HI-TECH CONF., MID-POSTING TOUR, ETC.)				1.	2.	3.	
				4.	5.	6.	

INSTRUCTIONS

MOST OF THE DATA FOR THE "WORKLOAD AND OFFICER TIME SUMMARY FORM" IS OBTAINED BY ADDING TOGETHER THE FIGURES ENTERED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM" FOR EACH OCCUPIED OFFICER POSITION INVOLVED IN THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM. MISSIONS WITH A TRADE PROGRAM BEING SUPERVISED BY A CANADA-BASED TRADE OFFICER LOCATED AT ANOTHER MISSION WILL ALSO COMPLETE THE "WORKLOAD AND OFFICER TIME SUMMARY FORM".

NUMBER OF OCCUPIED POSITIONS:

- ASSUME ONE OFFICER ONLY PER OCCUPIED POSITION, I.E. DO NOT DOUBLE COUNT A POSITION DURING PERIODS OF OVERLAP BETWEEN DEPARTING AND ARRIVING OFFICERS.
- DO NOT COUNT POSITIONS THAT WERE UNFILLED OVER THE ENTIRE QUARTER.

TOTAL TIME:

TO OBTAIN TOTAL CANADA-BASED OR LOCALLY-ENGAGED OFFICER TIME FOR EACH ACTIVITY, ADD TOGETHER THE CORRESPONDING TIME FIGURES RECORDED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM". (NOTE: FOR ANY GIVEN ACTIVITY, THE SUM OF INDIVIDUAL OFFICER TIME PERCENTAGES MAY EXCEED 100. A TOTAL TIME VALUE OF 135 WOULD INDICATE THAT 1.35 PERSON-YEARS HAVE BEEN DEVOTED TO THE ACTIVITY.)

INDIVIDUAL OFFICER ACTIVITY FORM

THIS FORM IS TO BE RETAINED AT THE MISSION

NAME OF OFFICER POSITION NUMBER

COUNTRY MISSION
REPORTING PERIOD
APRIL JUNE JULY SEPTEMBER OCTOBER DECEMBER JANUARY MARCH

ACTIVITY	NUMBER	% OF TIME	ACTIVITY	NUMBER	% OF TIME
1. EXPORT ENQUIRIES	FROM CANADA FROM TERRITORY		6. TECHNOLOGY INFLOW PROGRAM	ENQUIRIES FROM CANADA CONNECTIONS ARRANGED	
2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON)	VISITS		7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G. HI-TECH CONF., MID-POSTING TOUR, ETC.)		
3. EXPORT PROMOTION PROJECTS AND EVENTS	FAIRS MISSIONS OTHER		8. REQUEST FOR SERVICE FROM GOVERNMENT SOURCES	EXTERNAL AFFAIRS REPORTS ODG CONTACTS ODG REPORTS	
4. COMMERCIAL / ECONOMIC REPORTS COMPLETED			9. ADMINISTRATION	PROGRAM MGMT. AND ADMIN. LEAVE, PROFESS. DEVELOP.	
5. SERVICING INVESTMENT PROMOTION ENQUIRIES	FROM CANADA FROM TERRITORY		10. SERVICE TO OTHER MISSION PROGRAMS		

100%

INSTRUCTIONS

- THIS FORM IS FOR THE MISSION'S USE ONLY; IT IS TO BE RETAINED AT THE MISSION.
- IT IS RECOMMENDED THAT EACH OFFICER INVOLVED IN THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM FILL OUT AN INDIVIDUAL OFFICER ACTIVITY FORM AT THE END OF EVERY QUARTER INDICATING TIME SPENT (IN PERCENTAGE TERMS) AND THE CORRESPONDING WORKLOAD BY ACTIVITY.
- EXPRESS FIGURES IN WHOLE NUMBERS ONLY. PLEASE DO NOT USE FRACTIONS OR DECIMALS.

DEFINITIONS:

EXPORT ENQUIRY: ALL LETTERS, 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.

INVESTMENT PROMOTION ENQUIRY: ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND BUSINESS VISITORS REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING INVESTMENT OPPORTUNITIES IN CANADA.

TECHNOLOGY INFLOW PROGRAMS: ALL LETTERS, TELEX MESSAGES, TELEPHONE CALLS AND BUSINESS VISITORS FROM CANADA REQUESTING INFORMATION AND / OR ASSISTANCE CONCERNING THE IDENTIFICATION OF PARTICULAR TECHNOLOGIES IN MISSION TERRITORY. CONNECTION - CONTACT FACILITATED BY MISSION BETWEEN CANADIAN AND TERRITORY ORGANIZATIONS RESULTING FROM EARLIER ENQUIRY BY CANADIAN SIDE.

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).

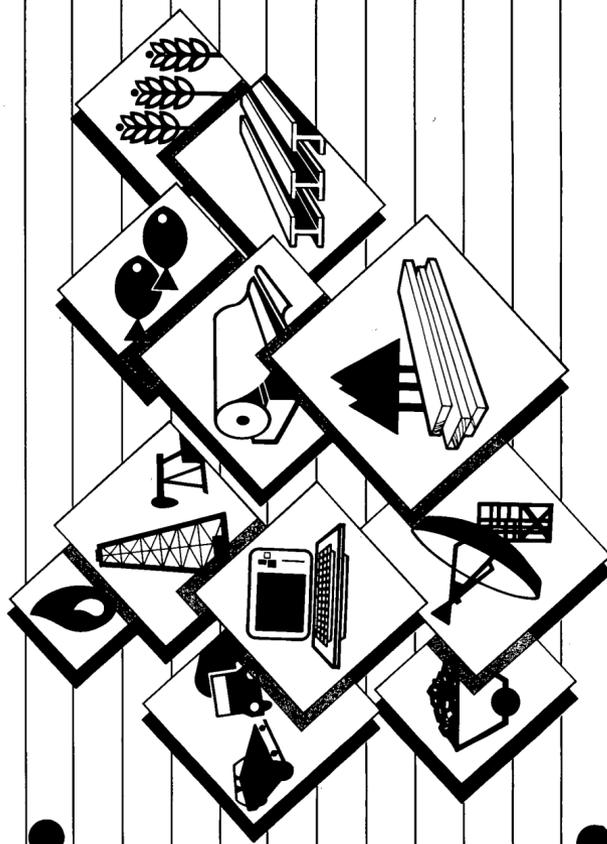
ADMINISTRATION: INCLUDES EXPORT AND INVESTMENT PROMOTION PROGRAM PLANNING, MANAGEMENT AND ADMINISTRATION; LEAVE, PROFESSIONAL DEVELOPMENT AND / OR OTHER NON-PROGRAM ACTIVITY.

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

NOTE: EXTRA COPIES OF THIS FORM ARE PROVIDED

**QUARTERLY RESULTS
AND
ACTIVITY REPORT**

JANUARY/MARCH



CANADIAN BUSINESS VISITORS IN CONTACT WITH MISSION DURING REPORTING PERIOD

NAME AND TITLE	ORGANIZATION	PURPOSE OF VISIT
1.		
2.		
3.		
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6.		
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9.		
10.		
11.		
12.		
13.		

NOTE: IF INSUFFICIENT SPACE PLEASE USE EXTRA FORMS PROVIDED

BUSINESS ACTIVITY FORM

MISSION			
COUNTRY			
REPORTING PERIOD			
APRIL JUNE	JULY SEPTEMBER	OCTOBER DECEMBER	JANUARY MARCH

NAME OF CANADIAN FIRM	NAME OF LOCAL FIRM
NAME OF CONTACT	NAME OF CONTACT
NUMBER AND STREET CITY AND PROVINCE POSTAL CODE	ADDRESS

SECTOR	SUB-SECTOR	PRODUCT AND / OR SERVICE
NATURE OF BUSINESS ACTIVITY <input type="checkbox"/> EXPORT SALE AGREEMENT <input type="checkbox"/> NEW LICENCING AGREEMENT <input type="checkbox"/> TECHNOLOGY TRANSFER TO CANADA FROM TERRITORY <input type="checkbox"/> NEW BUYING CONNECTION / AGENCY AGREEMENT <input type="checkbox"/> CANADIAN INVESTMENT IN TERRITORY <input type="checkbox"/> TECHNOLOGY TRANSFER FROM CANADA TO TERRITORY <input type="checkbox"/> NEW JOINT VENTURE <input type="checkbox"/> INVESTMENT IN CANADA FROM TERRITORY		
VALUE OF BUSINESS ACTIVITY \$	DID MISSION PLAY A ROLE IN THIS ACTIVITY? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, PROVIDE BRIEF COMMENTS / EXPLANATIONS / OBSERVATIONS:		
IF APPLICABLE, IDENTIFY GOVERNMENT PROGRAMS / OFFICES INVOLVED: <input type="checkbox"/> TRADE FAIR <input type="checkbox"/> REGIONAL OFFICE <input type="checkbox"/> TRADE MISSION <input type="checkbox"/> ISB <input type="checkbox"/> PEMD <input type="checkbox"/> OTHER		INITIAL SOURCE OF INFORMATION DISTRIBUTION LIST OF THIS FORM

EXT 1260/E (86/7)

NOTE: EXTRA COPIES OF THIS FORM ARE PROVIDED

EXPORT PROMOTION ACTIVITIES

NOTE: PLEASE USE 12 PITCH TYPEWRITER TO COMPLETE THIS FORM.

		MISSION
		COUNTRY
PLEASE PROVIDE BELOW SUMMARIES OF THE ACTIVITIES YOU HAD PLANNED FOR THE QUARTER JUST COMPLETED WHICH ARE ELEMENTS OF YOUR ANNUAL PLAN FOR YOUR PRIORITY SECTORS.		PLEASE SUMMARIZE BELOW HOW THESE PLANS FARED.
SECTORS AND COUNTRIES	BRIEF SUMMARY OF IMPORTANT ACTIVITIES YOU HAD PLANNED FOR REPORTING PERIOD	HIGHLIGHTS OF IMPORTANT ACTIVITIES ACCOMPLISHED AND RESULTS FOR REPORTING PERIOD
SECTOR	1.	1.
COUNTRY		
SECTOR	2.	2.
COUNTRY		
SECTOR	3.	3.
COUNTRY		
SECTOR	4.	4.
COUNTRY		
SECTOR	5.	5.
COUNTRY		
SECTOR	6.	6.
COUNTRY		

INVESTMENT PROMOTION

THE PRIORITY PROGRAM ACTIVITIES YOU REPORT ON BELOW WOULD ALSO INCLUDE THOSE PROMOTIONAL EVENTS APPROVED AND FUNDED BY HEADQUARTERS

BRIEF SUMMARY OF PRIORITY ACTIVITIES YOU HAD PLANNED TO COMPLETE IN THE LAST QUARTER	HIGHLIGHTS OF RESULTS TO DATE

SPECIAL ACTIVITIES IN EXPORT AND INVESTMENT PROMOTION PROGRAM

IF EXTRAORDINARY EVENTS OCCURED OR SPECIAL EFFORTS WERE REQUIRED OF AN UNPLANNED NATURE WHICH CONSUMED YOUR PROGRAM RESOURCES DURING THE REPORTING PERIOD, PLEASE LIST BELOW (E.G. HIGH LEVEL VISITS, SPECIAL ECONOMIC / COMMERCIAL REPORTS ON IMPORTANT ISSUES).

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WORKLOAD AND OFFICER SUMMARY FORM

		MISSION
		COUNTRY
NO. OF OCCUPIED OFFICER POSITIONS		REPORTING PERIOD
CANADA BASED	LOCALLY ENGAGED	APRIL JUNE
		JULY SEPTEMBER
		OCTOBER DECEMBER
		JANUARY MARCH

ACTIVITY	NUMBER	PERCENTAGE OF OFFICER TIME (%)	
		CANADA BASED	LOCALLY ENGAGED
1. EXPORT ENQUIRIES	FROM CANADA FROM TERRITORY		
2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON)	VISITS		
3. EXPORT PROMOTION PROJECTS AND EVENTS	FAIRS		
	MISSIONS		
	OTHER		
4. COMMERCIAL / ECONOMIC REPORTS COMPLETED			
5. SERVICING INVESTMENT PROMOTION ENQUIRIES	FROM CANADA		
	FROM TERRITORY		
6. TECHNOLOGY INFLOW PROGRAM	ENQUIRIES FROM CANADA		
	CONNECTIONS ARRANGED		
7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G., HI-TECH CONF., MID-POSTING TOUR, ETC.)			

ACTIVITY	NUMBER	PERCENTAGE OF OFFICER TIME (%)	
		CANADA BASED	LOCALLY ENGAGED
8. REQUESTS FOR SERVICE FROM GOVERNMENT SOURCES	EXTERNAL AFFAIRS REPORTS		
	OGD'S CONTACTS		
9. ADMINISTRATION	PROGRAM MGMT. & ADM.		
	LEAVE, PROFESS. DEVELOP.		
10. SERVICE TO OTHER MISSION PROGRAMS			
11. NUMBER OF BUSINESS VISITORS	FROM CANADA		
	FROM TERRITORY		
12. NUMBER OF PEMD APPLICATIONS COMMENTED ON			

* NAMES OF OGD'S, PROVINCES, ETC. IN APPROXIMATE DESCENDING ORDER OF ATTENDANT WORKLOAD

1.	2.	3.
4.	5.	6.

INSTRUCTIONS

MOST OF THE DATA FOR THE "WORKLOAD AND OFFICER TIME SUMMARY FORM" IS OBTAINED BY ADDING TOGETHER THE FIGURES ENTERED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM" FOR EACH OCCUPIED OFFICER POSITION INVOLVED IN THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM. MISSIONS WITH A TRADE PROGRAM BEING SUPERVISED BY A CANADA-BASED TRADE OFFICER LOCATED AT ANOTHER MISSION WILL ALSO COMPLETE THE "WORKLOAD AND OFFICER TIME SUMMARY FORM".

TOTAL TIME:

TO OBTAIN TOTAL CANADA-BASED OR LOCALLY-ENGAGED OFFICER TIME FOR EACH ACTIVITY, ADD TOGETHER THE CORRESPONDING TIME FIGURES RECORDED ON THE "INDIVIDUAL OFFICER ACTIVITY FORM". (NOTE: FOR ANY GIVEN ACTIVITY, THE SUM OF INDIVIDUAL OFFICER TIME PERCENTAGES MAY EXCEED 100. A TOTAL TIME VALUE OF 135 WOULD INDICATE THAT 1.35 PERSON-YEARS HAVE BEEN DEVOTED TO THE ACTIVITY.)

NUMBER OF OCCUPIED POSITIONS:

- ASSUME ONE OFFICER ONLY PER OCCUPIED POSITION, I.E. DO NOT DOUBLE COUNT A POSITION DURING PERIODS OF OVERLAP BETWEEN DEPARTING AND ARRIVING OFFICERS.
- DO NOT COUNT POSITIONS THAT WERE UNFILLED OVER THE ENTIRE QUARTER.

INDIVIDUAL OFFICER ACTIVITY FORM

THIS FORM IS TO BE RETAINED AT THE MISSION

NAME OF OFFICER	POSITION NUMBER	MISSION
		COUNTRY
		REPORTING PERIOD
		APRIL JUNE
		JULY SEPTEMBER
		OCTOBER DECEMBER
		JANUARY MARCH

ACTIVITY	NUMBER	% OF TIME
1. EXPORT ENQUIRIES	FROM CANADA	
	FROM TERRITORY	
2. VISITS TO PROSPECTIVE AND CURRENT CLIENTS IN TERRITORY, (INCLUDING CORPORATE LIAISON)	VISITS	
3. EXPORT PROMOTION PROJECTS AND EVENTS	FAIRS	
	MISSIONS	
	OTHER	
4. COMMERCIAL / ECONOMIC REPORTS COMPLETED		
5. SERVICING INVESTMENT PROMOTION ENQUIRIES	FROM CANADA	
	FROM TERRITORY	

ACTIVITY	NUMBER	% OF TIME
6. TECHNOLOGY INFLOW PROGRAM	ENQUIRIES FROM CANADA CONNECTIONS ARRANGED	
7. PARTICIPATION IN PROGRAM-RELATED EVENTS IN CANADA (E.G. HI-TECH CONF., MID-POSTING TOUR, ETC.)		
8. REQUEST FOR SERVICE FROM GOVERNMENT SOURCES	EXTERNAL AFFAIRS REPORTS	
	OGD'S CONTACTS	
9. ADMINISTRATION	PROGRAM MGMT. AND ADMIN.	
	LEAVE, PROFESS. DEVELOP.	
10. SERVICE TO OTHER MISSION PROGRAMS		

EXT 1260/E (86/7)

INSTRUCTIONS

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- IT IS RECOMMENDED THAT EACH OFFICER INVOLVED IN THE MISSION'S EXPORT AND INVESTMENT PROMOTION PROGRAM FILL OUT AN INDIVIDUAL OFFICER ACTIVITY FORM AT THE END OF EVERY QUARTER INDICATING TIME SPENT (IN PERCENTAGE TERMS) AND THE CORRESPONDING WORKLOAD BY ACTIVITY.
- EXPRESS FIGURES IN WHOLE NUMBERS ONLY. PLEASE DO NOT USE FRACTIONS OR DECIMALS.

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.

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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 AND TERRITORY GOVERNMENTS, AND OTHER LEVELS OF GOVERNMENT (EXCLUDING CROWN CORPORATIONS).

ADMINISTRATION: INCLUDING 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 IN CHARGE, ETC.



DOCS

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Export and investment promotion
planning and tracking system :

External Affairs Mission

Operational Plan. --

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ACCC TRADE

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IN CANADA BY/FABRIQUE AU CANADA PAR
CANADIAN COMPANY LIMITED
SRIE CANADIENNE ACCO LIMITEE
O CANADA