

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

REGION : UNITED STATES

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	8843	15.04	20.40	21.11
FROM TERRITORIES :	6914	11.54	14.21	15.17
B. VISITS TO CLIENTS IN TERRITORY	1518	9.00	6.84	8.82
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	123	3.11	7.70	6.84
MISSIONS :	90	4.11	5.73	5.88
CONFERENCE SEMINARS :	187	4.25	3.26	4.19
OTHER :	215	2.25	1.56	2.10
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	113	2.65	0.83	1.76
POST INITIATED :	377	2.77	2.60	3.07
E. COMMUNICATIONS ACTIVITIES	206	4.45	1.30	2.89
F. INVESTMENT ENQUIRIES				
FROM CANADA :	296	2.59	0.57	1.55
FROM TERRITORIES :	556	3.31	1.95	2.85
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	57	0.45	0.46	0.53
CONNECTIONS ARRANGED :	41	0.34	0.50	0.51
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		1.70	4.54	3.98
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	105	0.81	0.18	0.49
HOST GOVERNMENT :	172	1.47	0.54	1.04
OTHER DEPARTMENT :	315	2.52	0.47	1.45
PROVINCES/MUNICIPALITIES :	378	2.31	1.71	2.24
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		12.36	2.78	7.42
LEAVE, PROFESSIONAL DEVELOP :		5.18	4.50	5.48
K. SERVICE TO OTHER MISSION PROGRAMS		2.31	0.47	1.36
L. TOURISM PROGRAM ACTIVITIES		5.38	16.76	14.27
***** TOTALS *****		99.90	99.86	115.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	500
	FROM TERRIT :	389
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	2357
	FROM TERRIT :	2051
NUMBER OF PEMD APPLICATIONS COMMENTED ON		236
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	44
	-LOCALLY ENGAGED :	71