

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : WELLINGTON

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	: 229	13.50	32.33	1.24
	FROM TERRITORIES	: 245	8.50	28.00	1.01
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 53	6.00	7.66	0.35
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 0	0.00	0.00	0.00
	MISSIONS	: 2	12.50	13.33	0.65
	OTHER	: 7	8.50	11.00	0.50
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 5	0.50	5.00	0.16
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 2	0.50	0.00	0.01
	FROM TERRITORIES	: 4	1.00	0.00	0.02
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		: 1	0.00	0.00	0.00
	CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA		: 2	15.00	0.00	0.30
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 3	3.50	0.00	0.07
	FROM OTHER GOV'T SOURCES- CONTACTS	: 3	0.50	0.00	0.01
	- REPORTS	: 0	0.00	0.00	0.00
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		12.50	0.00	0.25
	LEAVE, PROFESSIONAL DEVELOP		5.00	2.66	0.18
J. SERVICE TO OTHER MISSION PROGRAMS			12.50	0.00	0.25
***** TOTALS *****			100.00	99.98	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 47
FROM TERRIT : 39

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3