

TRADE TRACKING SYSTEM

89/02/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

WORLD TOTALS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 29412	14.85	23.88	81.41
	FROM TERRITORIES : 27952	9.14	19.52	60.57
B. VISITS TO CLIENTS IN TERRITORY	: 8083	8.96	9.91	39.37
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 369	2.96	5.83	18.58
	MISSIONS : 435	3.50	5.46	18.84
	CONFERENCE SEMINARS : 224	1.86	1.78	7.59
	OTHER : 625	1.67	1.93	7.53
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 996	3.89	2.95	14.17
	POST INITIATED : 1226	4.70	1.99	13.70
E. COMMUNICATIONS ACTIVITIES	: 812	1.32	1.28	5.43
F. INVESTMENT ENQUIRIES	FROM CANADA : 917	1.12	1.05	4.52
	FROM TERRITORIES : 2118	2.95	1.54	9.23
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 333	0.39	1.07	3.12
	CONNECTIONS ARRANGED : 399	0.35	0.82	2.49
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	:	2.15	1.13	6.74
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO : 526	0.67	0.82	3.13
	HOST GOVERNMENT : 669	1.26	0.65	3.94
	OTHER DEPARTMENT : 2106	3.78	2.35	12.64
	PROVINCES/MUNICIPALITIES : 1626	2.29	1.99	8.90
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN. : 10.74	3.31	28.58	
	LEAVE, PROFESSIONAL DEVELOP : 16.30	9.22	52.45	
K. SERVICE TO OTHER MISSION PROGRAMS	:	5.02	1.41	13.07
***** TOTALS *****		99.87	99.89	416.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 7065
FROM TERRIT : 9984

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 892

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 199
- LOCALLY-ENGAGED : 217