

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

87/09/18

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : CLEVELAND

DETROIT

POST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	543	9.25	24.33	1.10
FROM TERRITORIES	622	13.25	15.33	0.99
B. VISITS TO CLIENTS IN TERRITORY VISITS	61	5.00	1.66	0.25
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	14	4.25	11.66	0.52
MISSIONS	11	8.75	3.33	0.45
OTHER	7	11.00	0.00	0.44
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	12	4.00	0.33	0.17
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	5	1.00	0.33	0.05
FROM TERRITORIES	20	2.00	1.66	0.13
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	4	0.75	0.00	0.03
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	2	3.75	0.00	0.15
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	67	4.00	1.00	0.19
FROM OTHER GOV'T SOURCES- CONTACTS	0	0.00	0.00	0.00
- REPORTS	28	2.00	0.33	0.09
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		7.00	6.66	0.48
LEAVE, PROFESSIONAL DEVELOP		5.75	5.00	0.38
J. SERVICE TO OTHER MISSION PROGRAMS		18.25	28.33	1.58
***** TOTALS *****		100.00	99.95	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 84
FROM TERRIT : 210

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3