

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

90/01/23

REGION : UNITED STATES

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	6792	14.09	23.36	18.63
FROM TERRITORIES :	6677	9.24	16.50	12.87
B. VISITS TO CLIENTS IN TERRITORY	1366	8.09	10.00	8.82
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	144	3.14	13.63	8.79
MISSIONS :	118	3.58	9.12	6.49
CONFERENCE SEMINARS :	83	2.51	1.94	2.10
OTHER :	69	2.04	2.63	2.29
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	71	0.97	1.01	0.96
POST INITIATED :	275	3.36	3.94	3.55
E. COMMUNICATIONS ACTIVITIES	94	1.46	1.12	1.22
F. INVESTMENT ENQUIRIES				
FROM CANADA :	337	2.39	0.50	1.26
FROM TERRITORIES :	852	2.73	1.43	1.91
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	61	0.09	0.74	0.45
CONNECTIONS ARRANGED :	8	0.04	0.05	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		3.21	0.70	1.71
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	86	0.85	0.10	0.41
HOST GOVERNMENT :	151	1.63	0.38	0.88
OTHER DEPARTMENT :	311	1.75	0.81	1.17
PROVINCES/MUNICIPALITIES :	228	2.12	1.96	1.95
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		16.34	3.29	8.51
LEAVE, PROFESSIONAL DEVELOP.:		14.68	6.05	9.35
K. SERVICE TO OTHER MISSION PROGRAMS		5.58	0.61	2.63
***** TOTALS *****		99.89	99.87	96.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 1129
FROM TERRIT : 1313

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 288

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 41
- LOCALLY-ENGAGED : 55