

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : WELLINGTON

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	205	17.50	28.33	1.20
FROM TERRITORIES	237	10.00	29.66	1.09
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 130	14.00	14.66	0.72
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	0.00	0.66	0.02
MISSIONS	7	2.50	13.33	0.45
OTHER	4	1.00	7.00	0.23
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	3	0.50	3.66	0.12
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	2	0.50	0.00	0.01
FROM TERRITORIES	5	1.00	0.66	0.04
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	1	3.00	0.00	0.06
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	6	5.50	0.00	0.11
FROM OTHER GOV'T SOURCES- CONTACTS	1	0.50	0.00	0.01
- REPORTS	4	3.00	0.00	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		25.00	0.00	0.50
LEAVE, PROFESSIONAL DEVELOP		12.50	2.00	0.31
J. SERVICE TO OTHER MISSION PROGRAMS		3.50	0.00	0.07
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 36
FROM TERRIT : 52

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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