

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : DETROIT

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	759	16.40	42.60	2.95
FROM TERRITORIES :	756	9.80	10.60	1.02
B. VISITS TO CLIENTS IN TERRITORY :	94	8.00	7.00	0.75
C. EXPORT/TRADE/POLICY FAIRS :	10	3.60	9.00	0.63
PROJECTS AND EVENTS MISSIONS :	3	1.40	3.80	0.26
CONFERENCE SEMINARS :	8	5.80	4.80	0.53
OTHER :	10	0.00	1.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.60	0.20	0.04
POST INITIATED :	10	4.80	0.60	0.27
E. COMMUNICATIONS ACTIVITIES :	6	2.00	0.20	0.11
F. INVESTMENT ENQUIRIES FROM CANADA :	9	0.40	1.00	0.07
FROM TERRITORIES :	28	1.80	2.20	0.20
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	2.00	0.20	0.11
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.40	1.60	0.35
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.00	0.60	0.03
HOST GOVERNMENT :	23	1.20	1.20	0.12
OTHER DEPARTMENT :	9	0.40	0.40	0.04
PROVINCES/MUNICIPALITIES :	7	5.00	0.40	0.27
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		24.60	8.40	1.65
LEAVE, PROFESSIONAL DEVELOP :		3.60	3.80	0.37
K. SERVICE TO OTHER MISSION PROGRAMS :		3.20	0.40	0.18
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	8
FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	105
FROM TERRIT :	53
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	13
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	5