

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

REGION : UNITED STATES

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	8416	13.29	22.93	19.55
FROM TERRITORIES :	8154	10.40	15.50	13.88
B.VISITS TO CLIENTS IN TERRITORY :	1661	11.68	9.06	10.75
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	212	4.38	15.62	11.12
MISSIONS :	120	4.38	8.39	6.93
CONFERENCE SEMINARS :	162	3.68	4.31	4.23
OTHER :	111	3.29	2.31	2.89
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	106	1.55	1.31	1.49
POST INITIATED :	282	4.06	1.68	2.89
E.COMMUNICATIONS ACTIVITIES :	101	1.72	0.74	1.24
F.INVESTMENT ENQUIRIES				
FROM CANADA :	181	1.80	0.93	1.39
FROM TERRITORIES :	909	3.55	2.12	2.90
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	85	0.21	0.86	0.60
CONNECTIONS ARRANGED :	28	0.51	0.46	0.51
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.27	1.70	3.47
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	53	0.48	0.08	0.28
HOST GOVERNMENT :	129	0.68	0.63	0.69
OTHER DEPARTMENT :	366	1.68	0.87	1.30
PROVINCES/MUNICIPALITIES :	316	2.40	2.13	2.37
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.80	3.22	9.30
LEAVE, PROFESSIONAL DEVELOP :		4.48	4.48	4.71
K.SERVICE TO OTHER MISSION PROGRAMS :		4.61	0.58	2.51
***** TOTALS *****		99.90	99.91	105.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 2320  
FROM TERRIT : 3507

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 572

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 47  
- LOCALLY-ENGAGED : 58