

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : DETROIT

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	966	17.00	10.71	1.26
FROM TERRITORIES :	498	16.66	8.85	1.12
B. VISITS TO CLIENTS IN TERRITORY :	98	5.33	2.57	0.34
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	1.66	7.42	0.57
MISSIONS :	9	1.00	3.42	0.27
CONFERENCE SEMINARS :	7	2.33	1.14	0.15
OTHER :	6	4.33	2.85	0.33
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	4.00	0.14	0.13
POST INITIATED :	7	1.33	2.57	0.22
E. COMMUNICATIONS ACTIVITIES :	7	5.33	3.28	0.39
F. INVESTMENT ENQUIRIES FROM CANADA :	2	1.00	0.42	0.06
FROM TERRITORIES :	15	0.00	0.57	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	3.33	3.00	0.31
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.66	2.71	0.27
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.66	0.71	0.10
HOST GOVERNMENT :	18	1.00	0.42	0.06
OTHER DEPARTMENT :	10	2.66	0.57	0.12
PROVINCES/MUNICIPALITIES :	131	2.66	0.42	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		23.33	2.28	0.86
LEAVE, PROFESSIONAL DEVELOP :		1.33	2.71	0.23
K. SERVICE TO OTHER MISSION PROGRAMS :		1.33	0.28	0.06
L. TOURISM PROGRAM ACTIVITIES :		0.00	42.85	3.00
***** TOTALS *****		99.93	99.89	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 164
FROM TERRIT : 189

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 17

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 7