

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 1332	11.80	26.33	2.17
FROM TERRITORIES	: 1018	2.80	20.66	1.38
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 135	11.80	7.66	1.05
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 22	4.00	9.83	0.79
MISSIONS	: 18	1.60	14.16	0.93
OTHER	: 11	4.60	0.66	0.27
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 17	6.40	0.83	0.37
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 64	2.20	0.66	0.15
FROM TERRITORIES	: 716	14.20	10.83	1.36
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 3	1.00	0.00	0.05
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	: 3	1.60	1.66	0.18
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 17	2.00	0.00	0.10
FROM OTHER GOV'T SOURCES- CONTACTS	: 85	7.60	1.16	0.45
- REPORTS	: 5	1.00	0.00	0.05
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		17.40	4.66	1.15
LEAVE, PROFESSIONAL DEVELOP		5.20	0.83	0.31
J. SERVICE TO OTHER MISSION PROGRAMS		4.80	0.00	0.24
***** TOTALS *****		100.00	99.93	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 350
FROM TERRIT : 481

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 108

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 6