

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1981

WORLD TOTALS

	NUMBER	% OFFICER-TIME CANADA	% OFFICER-TIME TERRITORIES	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	13757	17.79	24.36	96.48
FROM TERRITORIES	36933	16.18	47.09	83.42
B. VISITS TO CLIENTS IN TERRITORY	10086	10.90	9.24	44.38
C. EXPORT/TRADE/POLICY PROGRAMS AND EVENTS				
FAIRS	322	3.41	3.15	20.22
MISSIONS	383	6.46	6.04	27.75
CONFERENCE SEMINARS	374	3.42	3.66	13.38
OTHER	379	1.95	1.10	6.30
D. COMMERCIAL* ECONOMIC REPORTS REQUESTED	510	2.75	1.26	8.38
POST INITIATED	1082	4.68	1.36	14.59
E. COMMUNICATIONS ACTIVITIES	732	3.08	1.00	6.48
F. INVESTMENT ENQUIRIES				
FROM CANADA	767	1.46	0.94	8.51
FROM TERRITORIES	1508	2.77	1.84	8.18
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	465	0.47	1.34	4.11
CONNECTIONS ARRANGED	391	0.15	0.70	2.14
H. PARTICIP'N IN PROG-REL. ENGR'S OFFICER POST		0.82	1.39	9.23
I. SERVICE REQUESTS FR GOV'T SOURCES	586	1.39	0.82	4.59
HOST TERRITORIES	872	1.64	0.98	5.61
OTHER DEPARTMENT	1870	3.42	1.80	11.14
PROVINCES/MUNICIPALITIES	1349	2.39	1.70	9.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		16.15	2.43	35.42
LEAVE, PROFESSIONAL DEVELOP		4.72	4.88	21.56
K. SERVICE TO OTHER MISSION PROGRAMS		4.42	0.80	10.28
L. OTHER PROGRAM ACTIVITIES		2.07	0.92	11.94
***** TOTALS *****		99.88	89.88	407.82

SECTION II

SUMMARY OF PROGRAM

RESULTS

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	1909
	FROM TERRIT	2741
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	10488
	FROM TERRIT	16453
NUMBER OF BOND APPLICATIONS COMMENTED ON		825
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	183
	-LOCALLY INCORPORATED	329