

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : DETROIT

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	733	10.20	31.40	2.08
FROM TERRITORIES :	452	8.40	16.00	1.22
B. VISITS TO CLIENTS IN TERRITORY :	87	4.60	8.80	0.67
C. EXPORT/TRADE/POLICY FAIRS :	5	2.40	1.40	0.19
PROJECTS AND EVENTS MISSIONS :	5	0.00	4.60	0.23
CONFERENCE SEMINARS :	13	4.20	4.20	0.42
OTHER :	6	1.60	3.20	0.24
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.40	0.20	0.03
POST INITIATED :	4	0.60	0.20	0.04
E. COMMUNICATIONS ACTIVITIES :	0	2.00	1.20	0.16
F. INVESTMENT ENQUIRIES FROM CANADA :	6	0.80	1.60	0.12
FROM TERRITORIES :	17	0.40	2.40	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	30	3.00	0.00	0.15
CONNECTIONS ARRANGED :	15	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		7.00	0.00	0.35
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	8	0.00	0.60	0.03
HOST GOVERNMENT :	30	2.60	1.00	0.18
OTHER DEPARTMENT :	13	0.60	0.20	0.04
PROVINCES/MUNICIPALITIES :	22	1.40	0.60	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		33.20	17.20	2.52
LEAVE, PROFESSIONAL DEVELOP :		9.60	5.20	0.74
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.25
L. TOURISM PROGRAM ACTIVITIES :		2.00	0.00	0.10
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	27
FROM TERRIT :	49
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	16
FROM TERRIT :	23
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	37
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	5