

Trade Tracking System Format

In seeking clarifications related to the completion of the trade tracking system, missions are reminded to review the original instruction book as well as the forecast Personnel Utilization Plan of the FY 86/87 post operations plan. One point of concern raised by some missions relates to the accounting of time spent on economic reporting. In those missions where economic reporting is part of the assigned "package" of the Trade and Industrial Development program manager, those activities would normally be allocated to "other trade development activities". Where economic reporting is normally performed by other programs at the mission but where there is significant contribution from the TID program, this contribution could be allocated to service to External Affairs or other government departments depending upon the client of such reports. The "new" trade tracking system format will eliminate this lack of precision. Time accounted for "other programs" should be restricted to direct participation in other post programs e.g. consular, general relations, etc.

Trade Program managers should ensure that multiple counting of any one event does not occur (3 post officers may attend a particular trade fair; however, that should be recorded as 1 event).

Dollar values shown for "new business connections" are considered potential and hence not included in any totals unless the "export sale agreement" box is also marked.

Business visitors need not necessarily be physically on a mission's premises to be tallied. You could count those who have made contact with the mission from its territory (e.g. telephone calls, registration at post exhibits, etc.). The governing factor on deciding whether to count such a contact or not is to decide if the caller requested and received a level of service normally given in an office visit.