

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : LYON

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG PERSON-QTR
A. EXPORT ENQUIRIES			
FROM CANADA :	44	8.00	0.33
FROM TERRITORIES :	147	14.00	0.51
B. VISITS TO CLIENTS IN TERRITORY VISITS :	28	6.00	0.27
C. EXPORT PROMOTION PROJECTS & EVENTS			
FAIRS :	1	0.00	0.00
MISSIONS :	60	4.50	0.34
OTHER :	19	2.50	0.07
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	4	0.50	0.01
E. INVESTMENT/PROMOTION ENQUIRIES			
FROM CANADA :	2	0.50	0.01
FROM TERRITORIES :	4	1.00	0.02
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	1	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	4	1.50	0.03
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	4	1.50	0.03
FROM OTHER GOV'T SOURCES- CONTACTS :	14	3.50	0.07
- REPORTS :	20	3.00	0.06
I. ADMINISTRATION:			
PROGRAM MANAGEMENT & ADMIN. :		20.00	0.57
LEAVE, PROFESSIONAL DEVELOP :		18.50	0.38
J. SERVICE TO OTHER MISSION PROGRAMS :		15.00	0.30
***** TOTALS *****		100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 10
FROM TERRIT : 26

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 1