

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : PEKING

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	507	26.10	15.00	2.76
FROM TERRITORIES :	95	4.10	20.00	0.61
B. VISITS TO CLIENTS IN TERRITORY VISITS :	187	12.50	0.00	1.25
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	9	2.00	0.00	0.20
MISSIONS :	23	8.00	0.00	0.80
OTHER :	9	5.40	45.00	0.99
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	46	4.80	0.00	0.48
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	15	0.50	0.00	0.05
FROM TERRITORIES :	9	0.30	0.00	0.03
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	3	0.20	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	3	1.00	0.00	0.10
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	726	5.20	0.00	0.52
FROM OTHER GOV'T SOURCES- CONTACTS :	120	10.00	20.00	1.20
- REPORTS :	74	0.00	0.00	0.00
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.90	0.00	0.69
LEAVE, PROFESSIONAL DEVELOP :		11.40	0.00	1.14
J. SERVICE TO OTHER MISSION PROGRAMS :		1.60	0.00	0.16
***** TOTALS *****		100.00	100.00	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 307
FROM TERRIT : 140

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 76

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 10
- LOCALLY-ENGAGED : 1