

THRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER HOURS ACTIVITY REPORT FOR QUARTER 3 OF FISCAL YEAR 1991

REGION	UNITED STATES	NUMBER	OFFICER-TIME CANADA	LOG-ENG	TOTAL-TIME PERSON-STR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA		8843	15.04	30.40	21.21
	FROM TERRITORIES	6914	11.54	14.21	15.27
UNITED STATES					
B. VISITS TO CLIENTS IN TERRITORY		1518	9.00	6.34	8.02
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	133	3.11	7.70	5.84
	MISSIONS	90	4.11	5.73	5.85
	CONFERENCE SEMINARS	137	4.22	1.26	4.19
	OTHER	215	2.25	1.26	2.15
D. COMMERCIAL* ECONOMIC REPORTS	NO REQUESTED	117	2.85	0.83	1.76
	FCST INITIATED	3	2.70	2.60	1.07
E. COMMUNICATIONS				1.30	2.39
F. INVESTMENT ENQUIRIES	FROM CANADA			0.57	1.55
	FROM TERRITORIES			1.95	1.85
G. TECHNOLOGY INFO. REQUESTS	FROM CANADA			0.45	0.53
	FROM TERRITORIES			0.50	0.51
H. PARTICIPATION IN PROG-REL. EVENTS OUTSIDE POST				4.54	3.98
I. SERVICE REQUESTS FR. GOV'T SOURCES	GOV	165	0.91	0.18	0.40
	HOST GOVERNMENT	173	1.47	0.54	1.04
	OTHER DEPARTMENT	325	2.32	0.17	1.45
	PROVINCES/MUNICIPALITIES	278	2.31	1.72	2.24
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.			12.76	3.78	7.42
	LEAVE, PROFESSIONAL DEVELOP		5.18	4.50	5.48
K. SERVICE TO OTHER BIASION PROGRAMS			3.01	0.47	1.36
L. TOURISM PROGRAM ACTIVITIES			5.38	16.75	14.27
**** TOTALS ****			92.90	99.28	115.00

UTO

- ATLANTA
- BOSTON
- BUFFALO
- DALLAS
- NEW YORK
- WASHINGTON

UTI

- CHICAGO
- CLEVELAND
- DETROIT
- LOS ANGELES
- MINNEAPOLIS
- SAN FRANCISCO
- SEATTLE

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	500
	FROM TERRIT	394
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	2137
	FROM TERRIT	2051
NUMBER OF BEND APPLICATIONS COMMENTED ON		200
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	45
	-LOCALLY ENGAGED	71