

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

WORLD TOTALS

	NUMBER	* OFFICER-TIME CANADA	LOC-EMC	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	19413	14.35	21.80	36.15
FROM TERRITORIES :	77958	9.14	19.52	28.66
B. VISITS TO CLIENTS IN TERRITORY :	8083	8.94	9.91	18.85
C. EXPORTS/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	369	2.94	5.83	8.77
MISSIONS :	435	3.50	5.46	8.96
CONFERENCE SEMINARS :	224	1.84	1.78	3.62
OTHER :	838	1.87	3.90	5.77
D. COMMERCIAL ECONOMIC REPORTS NO REQUESTED :	898	3.89	2.95	6.84
POST INITIATED :	1226	4.70	1.99	6.69
SECTION II				
E. COMMUNICATIONS ACTIVITIES	812	1.32	1.21	2.53
F. INVESTMENT ENQUIRIES				
FROM CANADA :	917	1.12	1.55	2.67
FROM TERRITORIES :	114	2.95	1.24	4.19
SUMMARY OF PROGRAM ACTIVITIES				
G. TECHNOLOGY INFLOW PROGRAM FROM CONVENTIONS SEMINARS :	373	0.99	1.97	2.96
OTHER :	359	0.35	0.48	0.83
H. PARTICIPATION IN PROG-DEL EVENTS OUTSIDE POST :		2.13	1.11	3.24
I. SERVICE REQUESTS IN ADVT SERVICES				
BY GOVERNMENT :	504	0.67	0.83	1.50
BY OTHER DEPARTMENT :	2104	3.78	2.35	6.13
PROVINCES/MUNICIPALITIES :	1628	2.25	1.99	4.24
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		18.74	3.31	22.05
LEAVE, PROFESSIONAL DEVELOP :		19.30	0.31	19.61
K. SERVICE TO OTHER BUSINESS PROGRAMS		3.07	1.41	4.48
***** TOTALS *****		88.87	93.39	182.26

NUMBER OF BUSINESS VISITORS FROM CANADA : 7081
 FROM TERRIT : 2584

NUMBER OF NEW APPLICATIONS COMMENTED ON : 492

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASIS : 199
 - LOCALLY-EMPLOYED : 217