

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : WASHINGTON

CHICAGO

POST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	1257	35.33	17.50	1.41
FROM TERRITORIES	889	7.66	6.50	0.36
B. VISITS TO CLIENTS IN TERRITORY VISITS	56	2.66	7.50	0.23
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	10	2.00	3.50	0.13
MISSIONS	4	2.33	1.00	0.09
OTHER	10	8.00	7.50	0.39
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	90	19.00	11.00	0.79
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	8	1.00	0.50	0.04
FROM TERRITORIES	27	1.66	1.00	0.07
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	1	0.00	0.50	0.01
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	3	2.33	1.00	0.09
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	4	0.00	1.50	0.03
FROM OTHER GOV'T SOURCES- CONTACTS	82	4.00	22.00	0.56
- REPORTS	50	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		10.66	5.00	0.42
LEAVE, PROFESSIONAL DEVELOP		1.00	10.00	0.23
J. SERVICE TO OTHER MISSION PROGRAMS		2.33	4.00	0.15
***** TOTALS *****		99.92	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 169
FROM TERRIT : 220

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2