

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER END OF FISCAL YEAR 1997

REGION	UNITED STATES		UNITED STATES	
		NUMBER	% OFFICER-TIME	TOTAL-TIME
			CANADA	LOC-ENG
				FORSON-OTK
EXPORT ENQUIRIES	FROM CANADA	7853	13.78	122.02
	FROM TERRITORIES	6177	9.70	145.51
VISITS TO CLIENTS IN TERRITORY - VISITS		7248	10.21	150.00
EXPORT PROMOTION	UTL & EVENTS/FAIRS	129	0.83	11.83
	CONFERENCES	77	3.53	8.00
	OTHER		4.07	3.30
COMMERCIAL / ECONOMIC	TECHNICALS COMPLETED		6.36	3.18
INVESTMENT/PROMOTION	FROM CANADA	41	0.55	1.23
	FROM TERRITORIES	43	1.83	3.40
TECHNOLOGY/EXPORT PROGRAM	ENR B FRM CANADA		2.19	0.98
	CONNECTIONS ARRANGED	49	0.88	0.41
PARTICIPATION IN PROG-RELATED EVENTS IN CANADA		36	2.44	1.80
SERVICE REQUESTS FR GOVT SOURCES-CON REPTS		238	4.17	3.41
	FROM OTHER GOVT SOURCES-CONTACTS	439	3.29	12.23
	- REPORTS	139	1.07	0.46
ADMINISTRATION	PROGRAM MANAGEMENT & ADMINISTRATION	12	0.88	2.44
	LEAVE/PROFESSIONAL DEVELOP	4	1.14	7.76
SERVICE TO OTHER MISSION PROGRAMS		1	3.87	4.29
TOTALS			89.80	87.93

NUMBER OF BUSINESS VISITORS FROM CANADA : 2168
FROM TERRIT : 3004

NUMBER OF PERM APPLICATIONS COMPLETED: 334

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 141
- LOCALLY-ENGAGED : 33