

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/10/05

FOR QUARTER 4 OF FISCAL YEAR 1988

REGION : UNITED STATES

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	8489	12.90	23.05	17.97
FROM TERRITORIES :	7379	10.17	15.16	12.51
B.VISITS TO CLIENTS IN TERRITORY :	1438	9.12	8.05	8.17
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	144	4.80	13.60	9.45
MISSIONS :	124	4.92	8.85	6.89
CONFERENCE SEMINARS :	113	2.85	3.34	3.01
OTHER :	213	2.95	4.81	3.86
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	170	2.41	1.45	1.79
POST INITIATED :	292	4.48	1.40	2.61
E.COMMUNICATIONS ACTIVITIES :	212	3.36	1.56	2.24
F.INVESTMENT ENQUIRIES				
FROM CANADA :	100	1.07	0.34	0.63
FROM TERRITORIES :	751	3.70	1.30	2.24
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	174	0.19	0.87	0.56
CONNECTIONS ARRANGED :	24	0.21	0.38	0.30
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.56	1.80	2.04
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	34	0.58	0.10	0.30
HOST GOVERNMENT :	72	0.53	0.34	0.41
OTHER DEPARTMENT :	303	2.68	2.18	2.30
PROVINCES/MUNICIPALITIES :	648	1.85	2.47	2.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.97	4.34	9.35
LEAVE, PROFESSIONAL DEVELOP :		5.65	4.27	4.67
K.SERVICE TO OTHER MISSION PROGRAMS :		5.95	0.25	2.58
***** TOTALS *****		99.90	99.91	96.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 2481
FROM TERRIT : 4174

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 349

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 41
- LOCALLY-ENGAGED : 55