

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

91/03/25

REGION : UNITED STATES

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	7955	14.43	19.85	20.23
FROM TERRITORIES :	6439	10.02	13.49	13.85
B. VISITS TO CLIENTS IN TERRITORY :	1547	8.25	6.65	8.42
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	130	4.12	10.47	9.00
MISSIONS :	76	2.83	6.61	5.79
CONFERENCE SEMINARS :	128	2.50	3.28	3.40
OTHER :	94	1.50	1.80	1.93
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	88	1.35	1.41	1.60
POST INITIATED :	221	2.97	1.64	2.53
E. COMMUNICATIONS ACTIVITIES :	120	1.27	1.29	1.48
F. INVESTMENT ENQUIRIES				
FROM CANADA :	184	2.62	0.70	1.73
FROM TERRITORIES :	414	3.93	2.50	3.57
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	78	0.93	0.88	1.04
CONNECTIONS ARRANGED :	76	0.14	1.17	0.86
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		4.45	5.89	6.09
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	87	0.54	0.43	0.55
HOST GOVERNMENT :	220	1.08	0.79	1.05
OTHER DEPARTMENT :	178	1.33	1.19	1.44
PROVINCES/MUNICIPALITIES :	370	2.08	1.28	1.86
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		16.50	1.85	9.16
LEAVE, PROFESSIONAL DEVELOP :		6.64	2.97	5.18
K. SERVICE TO OTHER MISSION PROGRAMS :		3.31	0.34	1.82
L. TOURISM PROGRAM ACTIVITIES :		7.12	13.43	12.42
***** TOTALS *****		99.91	99.91	115.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 2154  
FROM TERRIT : 1679

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 383

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 48  
- LOCALLY-ENGAGED : 67