

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : WELLINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	194	11.00	27.00	1.03
FROM TERRITORIES	235	8.50	23.66	0.88
B. VISITS TO CLIENTS IN TERRITORY VISITS	137	11.50	10.66	0.55
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	1	0.00	2.66	0.08
OTHER	6	2.50	7.33	0.27
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	13	5.00	20.00	0.70
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	2	0.00	0.00	0.00
FROM TERRITORIES	17	3.00	0.66	0.08
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	10	5.50	1.66	0.16
FROM OTHER GOV'T SOURCES- CONTACTS	7	0.50	1.00	0.04
- REPORTS	2	0.50	1.66	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP		29.50	0.00	0.59
J. SERVICE TO OTHER MISSION PROGRAMS		12.50	3.66	0.36
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 30  
FROM TERRIT : 48

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 32

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