

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

REGION : UNITED STATES

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 7993	11.06	23.50	18.24
	FROM TERRITORIES : 6658	8.06	12.53	10.40
B. VISITS TO CLIENTS IN TERRITORY	: 1291	10.64	6.96	7.69
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 116	1.64	5.53	4.00
	MISSIONS : 92	3.19	7.61	5.79
	CONFERENCE SEMINARS : 180	6.32	4.55	4.83
	OTHER : 119	3.41	1.15	1.79
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 53	0.87	0.95	0.87
	POST INITIATED : 170	6.32	2.26	3.39
E. COMMUNICATIONS ACTIVITIES	: 325	2.58	1.31	1.63
F. INVESTMENT ENQUIRIES	FROM CANADA : 165	1.00	0.84	0.84
	FROM TERRITORIES : 441	3.38	2.87	2.86
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 100	0.41	0.25	0.29
	CONNECTIONS ARRANGED : 63	0.35	0.23	0.26
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 5.09	2.39	3.09	
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO : 122	0.90	0.28	0.46
	HOST GOVERNMENT : 99	1.41	0.66	0.86
	OTHER DEPARTMENT : 163	1.87	0.65	0.99
	PROVINCES/MUNICIPALITIES : 210	2.12	2.12	2.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 17.77	4.85	8.57	
	LEAVE, PROFESSIONAL DEVELOP : 7.58	3.69	4.68	
K. SERVICE TO OTHER MISSION PROGRAMS	: 2.58	0.30	0.99	
L. TOURISM PROGRAM ACTIVITIES	: 1.35	14.38	9.48	
***** TOTALS *****		99.90	99.86	94.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA : 404
	FROM TERRIT : 618
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA : 1887
	FROM TERRIT : 1935
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 346
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED : 31
	-LOCALLY ENGAGED : 63