

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : DETROIT

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	434	23.33	17.50	1.40
FROM TERRITORIES :	138	5.00	13.50	0.69
B. VISITS TO CLIENTS IN TERRITORY :	77	11.66	14.50	0.93
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	1.66	7.75	0.36
MISSIONS :	4	0.00	3.00	0.12
CONFERENCE SEMINARS :	5	1.66	12.00	0.53
OTHER :	2	2.66	0.75	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	2.33	0.00	0.07
POST INITIATED :	10	0.66	6.00	0.26
E. COMMUNICATIONS ACTIVITIES :	44	5.00	1.75	0.22
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	1.66	1.50	0.11
FROM TERRITORIES :	49	3.33	9.25	0.47
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	3.33	0.00	0.10
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		8.66	3.75	0.41
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	6	0.00	0.50	0.02
PROVINCES/MUNICIPALITIES :	13	0.00	0.75	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.75	0.24
LEAVE, PROFESSIONAL DEVELOP :		22.00	6.25	0.91
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.50	0.02
***** TOTALS *****		99.94	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 92
FROM TERRIT : 112

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 4