

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : SHANGHAI

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	139	15.00	32.50	0.95
FROM TERRITORIES	40	8.00	15.00	0.46
B. VISITS TO CLIENTS IN TERRITORY VISITS	38	7.50	10.00	0.35
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	0.00	0.00	0.00
MISSIONS	5	17.50	22.50	0.80
OTHER	4	2.50	3.50	0.12
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	14	4.00	0.00	0.08
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	1	0.50	0.00	0.01
FROM TERRITORIES	0	0.00	0.00	0.00
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 PRQG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	7	3.50	2.50	0.12
FROM OTHER GOV'T SOURCES- CONTACTS	102	5.50	7.00	0.25
- REPORTS	5	2.00	1.50	0.07
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		3.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP		22.50	0.00	0.45
J. SERVICE TO OTHER MISSION PROGRAMS		8.50	5.50	0.28
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 109
FROM TERRIT : 125

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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