

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : HARARE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	169	15.00	15.00	0.30
FROM TERRITORIES	287	10.00	25.00	0.35
B. VISITS TO CLIENTS IN TERRITORY VISITS :	36	0.00	10.00	0.10
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	1	5.00	5.00	0.10
MISSIONS :	6	15.00	5.00	0.20
OTHER :	2	5.00	0.00	0.05
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	4	5.00	5.00	0.10
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	2	5.00	0.00	0.05
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 PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	0	0.00	0.00	0.00
FROM OTHER GOV'T SOURCES- CONTACTS :	0	10.00	5.00	0.15
- REPORTS :	0	5.00	0.00	0.05
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		5.00	15.00	0.20
J. SERVICE TO OTHER MISSION PROGRAMS :		10.00	15.00	0.25
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 10
FROM TERRIT : 157

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 1