

22/08/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1993

POST	: DETROIT	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	: 983	7.20	28.83	2.09
	FROM TERRITORIES	: 509	4.60	13.66	1.05
B. VISITS TO CLIENTS IN TERRITORY		: 164	13.20	9.50	1.23
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	: 8	1.00	11.33	0.73
	MISSIONS	: 11	9.80	6.00	0.85
	CONFERENCE SEMINARS	: 13	0.00	2.16	0.13
	OTHER	: 8	1.60	2.33	0.22
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	: 5	0.40	0.00	0.02
	POST INITIATED	: 13	2.20	1.16	0.18
E. COMMUNICATIONS ACTIVITIES		: 4	1.80	0.00	0.09
F. INVESTMENT ENQUIRIES	FROM CANADA	: 36	1.80	0.83	0.14
	FROM TERRITORIES	: 40	2.00	4.16	0.35
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		: 12	2.20	0.00	0.11
	CONNECTIONS ARRANGED	: 4	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST		: 3.40	0.00		0.17
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	: 9	0.20	0.66	0.05
	HOST GOVERNMENT	: 47	3.80	0.50	0.22
	OTHER DEPARTMENT	: 15	2.80	0.50	0.17
	PROVINCES/MUNICIPALITIES	: 29	0.80	1.83	0.15
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	: 26.00	15.16		2.21
	LEAVE, PROFESSIONAL DEVELOP	: 6.60	1.16		0.40
K. SERVICE TO OTHER MISSION PROGRAMS		: 5.00	0.16		0.26
L. TOURISM PROGRAM ACTIVITIES		: 3.60	0.00		0.18
***** TOTALS *****			100.00	99.93	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 49
	FROM TERRIT	: 25
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 168
	FROM TERRIT	: 158
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 30
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 5
	-LOCALLY ENGAGED	: 6