

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : DETROIT

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	487	22.33	29.00	1.83
FROM TERRITORIES :	428	8.33	27.75	1.36
B.VISITS TO CLIENTS IN TERRITORY :	148	16.00	12.50	0.98
C.EXPORT/TRADE/POLICY FAIRS :	6	1.33	3.25	0.17
PROJECTS AND EVENTS MISSIONS :	6	3.66	1.25	0.16
CONFERENCE SEMINARS :	5	1.33	1.75	0.11
OTHER :	9	0.00	1.75	0.07
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	13	1.00	3.75	0.18
E.COMMUNICATIONS ACTIVITIES :	8	3.33	3.75	0.25
F.INVESTMENT ENQUIRIES FROM CANADA :	15	3.00	1.75	0.16
FROM TERRITORIES :	14	2.33	1.75	0.14
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.33	0.00	0.04
CONNECTIONS ARRANGED :	0	1.00	0.00	0.03
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.66	0.75	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	108	4.66	1.75	0.21
OTHER DEPARTMENT :	7	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	2	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		23.00	5.00	0.89
LEAVE, PROFESSIONAL DEVELOP :		3.33	3.50	0.24
K.SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.75	0.13
***** TOTALS *****		99.95	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 289
FROM TERRIT : 129

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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