

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : SHANGHAI

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	135	20.50	32.50	1.06
FROM TERRITORIES	32	5.00	7.50	0.25
B. VISITS TO CLIENTS IN TERRITORY	75	12.50	12.50	0.50
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	3	3.50	7.50	0.22
OTHER	4	4.00	7.50	0.23
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	20	9.00	0.00	0.18
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	1	1.00	0.00	0.02
FROM TERRITORIES	1	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	3	2.50	2.00	0.09
FROM OTHER GOV'T SOURCES- CONTACTS	30	4.00	7.50	0.23
- REPORTS	18	5.00	4.00	0.18
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		4.50	0.00	0.09
LEAVE, PROFESSIONAL DEVELOP		8.50	0.00	0.17
J. SERVICE TO OTHER MISSION PROGRAMS		20.00	19.00	0.78
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 110  
FROM TERRIT : 78

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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