

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : DETROIT

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	771	8.60	30.66	2.27
FROM TERRITORIES :	557	6.60	12.66	1.09
B. VISITS TO CLIENTS IN TERRITORY :	137	14.80	11.50	1.43
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	12	0.00	6.66	0.40
MISSIONS :	7	5.20	5.16	0.57
CONFERENCE SEMINARS :	21	8.00	3.00	0.58
OTHER :	8	2.20	0.16	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.20	2.66	0.17
POST INITIATED :	9	2.00	0.83	0.15
E. COMMUNICATIONS ACTIVITIES :	5	1.80	0.00	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	19	2.60	0.50	0.16
FROM TERRITORIES :	25	2.20	3.33	0.31
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.00	0.00	0.05
CONNECTIONS ARRANGED :	4	0.00	0.50	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.40	0.00	0.17
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	1.00	0.83	0.10
HOST GOVERNMENT :	45	3.40	1.66	0.27
OTHER DEPARTMENT :	18	0.80	0.50	0.07
PROVINCES/MUNICIPALITIES :	25	1.60	2.00	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		21.40	12.66	1.83
LEAVE, PROFESSIONAL DEVELOP :		8.20	3.83	0.64
K. SERVICE TO OTHER MISSION PROGRAMS :		2.20	0.83	0.16
L. TOURISM PROGRAM ACTIVITIES :		2.80	0.00	0.14
***** TOTALS *****		100.00	99.93	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	9
FROM TERRIT :	73
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	26
FROM TERRIT :	57
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	34
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	6