

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : DETROIT

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	932	10.80	29.00	2.28
FROM TERRITORIES :	746	9.80	16.00	1.45
B. VISITS TO CLIENTS IN TERRITORY :	107	13.80	6.16	1.06
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	1.60	8.00	0.56
MISSIONS :	11	3.00	6.00	0.51
CONFERENCE SEMINARS :	13	2.40	4.50	0.39
OTHER :	5	3.00	3.33	0.35
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	1.20	0.00	0.06
POST INITIATED :	13	1.80	0.83	0.14
E. COMMUNICATIONS ACTIVITIES :	10	3.00	0.00	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA :	9	0.80	0.50	0.07
FROM TERRITORIES :	32	1.60	3.00	0.26
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	18	2.40	0.00	0.12
CONNECTIONS ARRANGED :	33	3.00	0.00	0.15
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	2.50	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.00	1.16	0.07
HOST GOVERNMENT :	28	0.80	0.66	0.08
OTHER DEPARTMENT :	30	1.20	1.33	0.14
PROVINCES/MUNICIPALITIES :	31	1.80	1.50	0.18
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		27.00	10.33	1.97
LEAVE, PROFESSIONAL DEVELOP :		3.40	5.16	0.48
K. SERVICE TO OTHER MISSION PROGRAMS :		2.60	0.00	0.13
L. TOURISM PROGRAM ACTIVITIES :		2.00	0.00	0.10
***** TOTALS *****		100.00	99.96	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	9
	FROM TERRIT :	20
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	44
	FROM TERRIT :	22
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	5
	-LOCALLY ENGAGED :	6