

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : DUSSELDORF

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	325	25.00	26.00	1.28
FROM TERRITORIES	301	15.00	23.66	1.01
B. VISITS TO CLIENTS IN TERRITORY VISITS :	90	12.50	9.33	0.53
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	18	4.50	12.33	0.46
MISSIONS :	12	3.00	4.33	0.19
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	16	5.50	1.66	0.16
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	8	0.50	0.33	0.02
FROM TERRITORIES :	27	4.00	1.33	0.12
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	50	0.00	3.00	0.09
CONNECTIONS ARRANGED :	37	1.00	4.00	0.14
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	13	3.00	0.66	0.08
FROM OTHER GOV'T SOURCES- CONTACTS :	55	6.00	3.33	0.22
- REPORTS :	1	1.50	0.00	0.03
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		8.00	0.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		4.50	10.00	0.39
J. SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.12
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 102
FROM TERRIT : 18

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 53

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3