

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : DUSSELDORF

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	171	8.33	26.50	0.78
FROM TERRITORIES	190	11.66	22.50	0.80
B. VISITS TO CLIENTS IN TERRITORY	96	11.00	8.00	0.49
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	15	2.66	10.00	0.28
MISSIONS	7	3.33	5.00	0.20
OTHER	8	2.66	0.50	0.09
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	8	4.33	0.00	0.13
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	11	2.66	1.00	0.10
FROM TERRITORIES	14	1.66	1.50	0.08
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	14	1.00	2.50	0.08
CONNECTIONS ARRANGED	7	0.66	0.00	0.02
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	2	1.66	4.00	0.13
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	11	3.33	0.00	0.10
FROM OTHER GOV'T SOURCES- CONTACTS	63	6.66	3.50	0.27
- REPORTS	8	1.33	2.50	0.09
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		15.33	0.00	0.46
LEAVE, PROFESSIONAL DEVELOP		13.33	12.50	0.65
J. SERVICE TO OTHER MISSION PROGRAMS		8.33	0.00	0.25
***** TOTALS *****		99.92	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 17
FROM TERRIT : 26

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 39

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