

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
POST : DETROIT				
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	493	15.33	27.50	1.56
FROM TERRITORIES :	436	7.66	26.00	1.27
B. VISITS TO CLIENTS IN TERRITORY :	162	16.66	11.25	0.95
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	1.66	3.00	0.17
MISSIONS :	5	1.66	3.00	0.17
CONFERENCE SEMINARS :	7	1.66	1.75	0.12
OTHER :	10	0.00	2.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	14	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	8	3.33	2.25	0.19
F. INVESTMENT ENQUIRIES FROM CANADA :	17	3.66	1.75	0.18
FROM TERRITORIES :	16	2.33	2.25	0.16
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.66	0.00	0.02
CONNECTIONS ARRANGED :	0	0.66	0.00	0.02
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.50	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	114	4.66	2.00	0.22
OTHER DEPARTMENT :	9	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	2	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.66	7.00	1.05
LEAVE, PROFESSIONAL DEVELOP :		6.66	6.50	0.46
K. SERVICE TO OTHER MISSION PROGRAMS :		6.66	3.25	0.33
***** TOTALS *****		99.91	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 301  
FROM TERRIT : 146

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 4