

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : ACCRA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	11	15.00	10.00	0.25
FROM TERRITORIES	21	20.00	10.00	0.30
B. VISITS TO CLIENTS IN TERRITORY VISITS	18	30.00	10.00	0.40
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	0	0.00	0.00	0.00
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	2	5.00	5.00	0.10
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	8	5.00	10.00	0.15
FROM TERRITORIES	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'N IN PRDG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	2	5.00	0.00	0.05
FROM OTHER GOV'T SOURCES- CONTACTS	2	5.00	0.00	0.05
- REPORTS	3	3.00	0.00	0.03
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP		5.00	0.00	0.05
J. SERVICE TO OTHER MISSION PROGRAMS		2.00	55.00	0.57
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 1