

TRADE TRACKING SYSTEM

89/02/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

REGION : UNITED STATES

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 8503	14.26	23.18	19.99
FROM TERRITORIES	: 8410	10.87	17.98	15.43
B. VISITS TO CLIENTS IN TERRITORY	: 1845	6.65	8.81	8.11
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 155	3.31	10.19	7.58
MISSIONS	: 132	1.58	5.68	4.12
CONFERENCE SEMINARS	: 88	1.97	1.93	1.99
OTHER	: 276	2.85	5.00	4.22
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 156	2.07	2.29	2.25
POST INITIATED	: 238	3.12	1.85	2.41
E. COMMUNICATIONS ACTIVITIES	: 272	1.82	1.29	1.54
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 399	1.39	1.60	1.55
FROM TERRITORIES	: 950	4.14	0.77	2.17
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 33	0.34	0.54	0.47
CONNECTIONS ARRANGED	: 14	0.19	0.26	0.24
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	: 2.39	1.65		1.99
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 157	0.51	0.60	0.58
HOST GOVERNMENT	: 179	0.75	0.55	0.65
OTHER DEPARTMENT	: 321	2.26	0.93	1.50
PROVINCES/MUNICIPALITIES	: 662	2.70	2.83	2.84
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 15.39	5.01		9.37
LEAVE, PROFESSIONAL DEVELOP	: 16.31	6.67		10.76
K. SERVICE TO OTHER MISSION PROGRAMS	: 5.02	0.29		2.24
***** TOTALS *****		99.89	99.90	102.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 2425
FROM TERRIT : 2984

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 294

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 41
- LOCALLY-ENGAGED : 61