

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : HONG KONG

	NUMBER	% OFFICER-TIME		TOTAL-TIME	
		CANADA	LOC-ENG	PERSON-QTR	
A. EXPORT ENQUIRIES					
FROM CANADA :	484	7.25	14.50	0.87	
FROM TERRITORIES :	1651	4.75	17.75	0.90	
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	175	4.50	2.50	0.28
C. EXPORT PROMOTION PROJECTS & EVENTS					
FAIRS :	5	1.25	2.50	0.15	
MISSIONS :	4	3.00	3.25	0.25	
OTHER :	4	5.50	2.50	0.32	
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	26	2.50	0.50	0.12	
E. INVESTMENT/PROMOTION ENQUIRIES					
FROM CANADA :	106	2.75	8.50	0.45	
FROM TERRITORIES :	185	1.50	9.50	0.44	
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'TN IN PROG-RELATED EVENTS IN CANADA :	1	0.75	0.00	0.03	
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	161	1.75	3.25	0.20	
FROM OTHER GOV'T SOURCES- CONTACTS :	168	1.00	1.75	0.11	
- REPORTS :	111	7.00	1.75	0.35	
I. ADMINISTRATION:					
PROGRAM MANAGEMENT & ADMIN. :		11.75	1.25	0.52	
LEAVE, PROFESSIONAL DEVELOP :		7.00	8.00	0.60	
J. SERVICE TO OTHER MISSION PROGRAMS :		37.75	22.50	2.41	
***** TOTALS *****		100.00	100.00	8.00	

NUMBER OF BUSINESS VISITORS FROM CANADA : 252
FROM TERRIT : 219

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 22

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