

MDCP quarterly report Part A: ITA measures

Complete the report 30 days after the end of each quarter.

There are three (3) parts to the report:

A. ITA measures

All cooperators use this form. Part A follows below.

B. Cooperator measures

This is customized for each cooperator. It is accessed as a separate form.

C. Calendar

All cooperators use the same calendar. It is accessed as a separate calendar.

Part A ITA measures

The 16 fields below constitute one record. You will probably need to submit more than one record each time you fill out your quarterly report. For example, if two different companies made sales to China and another made a sale to Korea, you would submit three records, one for each. You may also need to submit a fourth record that is not market-specific that describes an issue you are having with your web-page developer or some other over-arching issue that affects the MDCP project. Such comments can be submitted as a separate record containing only the 16-Notes field.

* Required

01-Reporter *

Email address of person making report.

02-Cooperator *

select

03-Qtr ended

For three months or any portion thereof ended on date you select. Do not report the same thing in two different quarters. For example, do not report a sales contract for \$1.2 m in qtr 3 and then shipments of \$1,201,203 made pursuant to that contract 6 months later.

2008.12.31

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2008.12.31

04-Market *

currency symbols. IF YOU ENTER AN AMOUNT, PROVIDE INFORMATION REQUESTED IN FIELDS 08, 09, 10, 11, 12, and 16 as well.

07-Jobs

Number of full-time equivalent jobs created as a result of MDCP project activity. Enter number. No punctuation. IF YOU ENTER AN AMOUNT, PROVIDE INFORMATION REQUESTED IN FIELDS 08, 09, 10, 11, 12, and 16.

08-U.S. firm

Name of U.S. firm for which the success is reported.

09-Firm city

City of U.S. firm reported in field 08-. Be precise. If the U.S. firm has more than one U.S. location, list the location of the division of the firm most closely involved in the reported success.

10-State

State for city of U.S. firm reported in field 09- above.

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11-Firm email

Email address of a contact at the U.S. firm who is familiar with the reported success.

12-CS facilitators

Names of U.S. Commercial Service employees who helped to facilitate the reported success. (Separate each name with a comma ",".)

13-Mkt: \$U.S. share

U.S. share of foreign market (U.S. dollar value): For the industry that is the focus of the MDCP project, estimated total value of all U.S. exports to the targeted foreign market indicated in field 04 above regardless of whether or not the U.S. exports to this market result from MDCP activity. If you only have annual figures, divide by four. No punctuation. No currency symbols.

14-Mkt: \$total

Total value of foreign market (U.S. dollars): For the industry that is the focus of the MDCP project, estimated total value of all sales in the target market, including imports from the U.S. (U.S. exports reported above in field 13-), imports from other countries, and domestic (foreign market) production. If

you only have annual figures, divide by four. No punctuation. No currency symbols.

15-Exports attr

Estimated exports attributable to MDCP activity: INDIVIDUAL EXPORT TRANSACTIONS SHOULD BE REPORTED IN FIELD 05, NOT HERE. Report in field 15, exports where you do not have exporter-specific or transaction-specific information. Field 15 is for the dollar value of exports that can be attributed to or estimated to have been made possible by MDCP project activity. Some MDCP project activity will result in exports that (1) are lumped together, or (2) result indirectly rather than directly from MDCP project activity. Example (1): An association knows that several of its members are responsible for total sales by association members resulting from an MDCP-co-sponsored trade show. Example (2): Getting U.S. representatives to participate in the determination of international standards is likely to result in standards that take into account U.S. industry practices and research. This should make it easier for U.S. firms to export goods or services produced or provided pursuant to such standards. Report the portion of total exports reasonably attributable to this activity. Explain any extrapolation or estimation methodology on line 16-Notes below. No punctuation. No currency symbols.

16-Notes

Provide notes or explanation as necessary. For example, when describing an export sale, list the type of product sold, the buyer and any other useful information.