

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	199	10.66	9.80	0.81
FROM TERRITORIES :	600	8.66	19.00	1.21
B. VISITS TO CLIENTS IN TERRITORY :	85	1.66	3.60	0.23
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	1.66	29.20	1.51
MISSIONS :	8	0.66	3.20	0.18
CONFERENCE SEMINARS :	3	0.33	0.60	0.04
OTHER :	19	4.00	8.20	0.53
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	9	2.66	0.60	0.11
POST INITIATED :	7	0.66	1.20	0.08
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.20	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	1.00	0.00	0.03
FROM TERRITORIES :	14	5.33	1.00	0.21
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		8.33	3.00	0.40
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	13	2.66	2.20	0.19
HOST GOVERNMENT :	2	0.00	0.20	0.01
OTHER DEPARTMENT :	25	2.66	3.00	0.23
PROVINCES/MUNICIPALITIES :	26	3.00	1.40	0.16
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		16.00	5.40	0.75
LEAVE, PROFESSIONAL DEVELOP :		19.33	8.20	0.99
K. SERVICE TO OTHER MISSION PROGRAMS :		10.66	0.00	0.32
***** TOTALS *****		99.92	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 268
FROM TERRIT : 143

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 5