

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	456	16.50	20.00	1.46
FROM TERRITORIES :	352	12.00	14.25	1.05
B. VISITS TO CLIENTS IN TERRITORY :	76	8.25	8.25	0.66
C. EXPORT/TRADE/POLICY FAIRS :	9	1.75	7.25	0.36
PROJECTS AND EVENTS MISSIONS :	1	0.00	1.75	0.07
CONFERENCE SEMINARS :	10	3.00	2.25	0.21
OTHER :	2	1.25	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	2	0.00	2.75	0.11
E. COMMUNICATIONS ACTIVITIES :	13	2.50	15.75	0.73
F. INVESTMENT ENQUIRIES FROM CANADA :	6	0.75	1.50	0.09
FROM TERRITORIES :	5	0.75	1.25	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.25	0.25	0.02
CONNECTIONS ARRANGED :	3	0.50	0.25	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.50	0.00	0.06
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.25	0.00	0.01
HOST GOVERNMENT :	4	4.00	1.25	0.21
OTHER DEPARTMENT :	2	5.75	0.00	0.23
PROVINCES/MUNICIPALITIES :	7	0.75	1.25	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.25	20.00	1.57
LEAVE, PROFESSIONAL DEVELOP :		16.75	2.00	0.75
K. SERVICE TO OTHER MISSION PROGRAMS :		1.75	0.00	0.07
L. TOURISM PROGRAM ACTIVITIES :		2.50	0.00	0.10
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	5
FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	48
FROM TERRIT :	31
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	8
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	4
-LOCALLY ENGAGED :	4