

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	802	17.50	16.33	1.68
FROM TERRITORIES :	1138	16.50	14.50	1.53
B. VISITS TO CLIENTS IN TERRITORY :	80	7.50	9.83	0.89
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	19	9.00	13.16	1.15
MISSIONS :	12	2.75	9.66	0.69
CONFERENCE SEMINARS :	28	4.50	8.50	0.69
OTHER :	11	1.75	5.00	0.37
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	0.00	2.66	0.16
POST INITIATED :	12	0.50	1.16	0.09
E. COMMUNICATIONS ACTIVITIES :	14	1.25	2.33	0.19
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	0.33	0.02
FROM TERRITORIES :	20	1.50	1.83	0.17
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	39	0.00	2.83	0.17
CONNECTIONS ARRANGED :	7	4.00	0.33	0.18
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.75	1.16	0.22
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.25	0.00	0.01
HOST GOVERNMENT :	2	0.25	0.00	0.01
OTHER DEPARTMENT :	13	0.75	0.33	0.05
PROVINCES/MUNICIPALITIES :	28	0.75	3.33	0.23
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.50	3.33	0.62
LEAVE, PROFESSIONAL DEVELOP :		5.00	3.33	0.40
K. SERVICE TO OTHER MISSION PROGRAMS :		12.00	0.00	0.48
***** TOTALS *****		100.00	99.93	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 165
FROM TERRIT : 487

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 29

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 6