TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : CHICAGO

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA :	368	9.00	16.16	1.33
	FROM TERRITORIES :	579	12.50	18.66	1.62
B.VISITS TO CLIENTS IN TERRITORY	:	96	8.25	4.50	0.60
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS :	6	1.50	17.00	1.08
	MISSIONS :	24	3.50	3.50	0.35
	CONFERENCE SEMINARS :	11	3.75	0.50	0.18
	OTHER :	26	1.25	10.16	0.66
D.COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED :	9	0.00	0.50	0.03
	POST INITIATED :	7	1.25	0.33	0.07
E.COMMUNICATIONS ACTIVITIES	:	6	2.00	0.00	0.08
F.INVESTMENT ENQUIRIES	FROM CANADA :	0	0.00	0.00	0.00
	FROM TERRITORIES :	23	6.00	1.00	0.30
G.TECHNOLOGY INFLOW PROGRAM	ENQR'S FRM CANADA :	1	0.25	0.00	0.01
	CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	:		9.50	8.16	0.87
I.SERVICE REQUESTS FM GOV'T SOURCES	NGO :	13	0.25	0.33	0.03
	HOST GOVERNMENT :	4	0.25	0.33	0.03
	OTHER DEPARTMENT :	78	9.25	2.00	0.49
	PROVINCES/MUNICIPALITIES :	105	2.75	4.16	0.36
J.ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.:		10.75	4.33	0.69
	LEAVE, PROFESSIONAL DEVELOP :		11.50	8.33	0.96
K.SERVICE TO OTHER MISSION PROGRAMS	:		6.50	0.00	0.26
***** TOTALS *****			100.00	99.95	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 168
FROM TERRIT : 42

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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