

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	348	14.00	14.33	0.85
FROM TERRITORIES :	234	10.33	10.66	0.63
B.VISITS TO CLIENTS IN TERRITORY :	66	11.66	9.33	0.63
C.EXPORT/TRADE/POLICY FAIRS :	20	5.00	25.00	0.90
PROJECTS AND EVENTS MISSIONS :	5	1.66	4.66	0.19
CONFERENCE SEMINARS :	12	10.33	5.00	0.46
OTHER :	1	0.00	0.33	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	3.00	0.09
POST INITIATED :	2	0.00	0.66	0.02
E.COMMUNICATIONS ACTIVITIES :	17	3.00	6.66	0.29
F.INVESTMENT ENQUIRIES FROM CANADA :	7	1.00	2.33	0.10
FROM TERRITORIES :	1	0.33	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	1.66	0.66	0.07
CONNECTIONS ARRANGED :	5	1.33	0.00	0.04
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.66	0.11
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.66	0.33	0.03
HOST GOVERNMENT :	9	5.66	6.00	0.35
OTHER DEPARTMENT :	5	5.33	0.00	0.16
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	10.00	0.72
LEAVE, PROFESSIONAL DEVELOP :		7.00	0.33	0.22
K.SERVICE TO OTHER MISSION PROGRAMS :		1.66	0.00	0.05
L.TOURISM PROGRAM ACTIVITIES :		2.33	0.00	0.07
***** TOTALS *****		99.94	99.94	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	16
FROM TERRIT :	47
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	56
FROM TERRIT :	14
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	3