

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	976	13.00	20.66	1.76
FROM TERRITORIES :	1197	15.75	21.00	1.89
B.VISITS TO CLIENTS IN TERRITORY :	121	6.25	10.66	0.89
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	7.50	8.83	0.83
MISSIONS :	7	8.75	6.66	0.75
CONFERENCE SEMINARS :	12	2.50	5.50	0.43
OTHER :	16	2.50	9.00	0.64
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	0.25	1.83	0.12
POST INITIATED :	3	0.00	1.00	0.06
E.COMMUNICATIONS ACTIVITIES :	16	1.50	3.16	0.25
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	20	3.75	1.83	0.26
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	27	0.00	1.83	0.11
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.25	0.00	0.01
HOST GOVERNMENT :	2	0.50	0.00	0.02
OTHER DEPARTMENT :	6	0.50	0.83	0.07
PROVINCES/MUNICIPALITIES :	14	1.75	0.66	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.25	1.66	0.47
LEAVE, PROFESSIONAL DEVELOP :		17.50	4.83	0.99
K.SERVICE TO OTHER MISSION PROGRAMS :		3.50	0.00	0.14
***** TOTALS *****		100.00	99.94	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 87
FROM TERRIT : 89

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

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