

27/07/93

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	518	21.75	19.50	1.65
FROM TERRITORIES :	251	13.75	9.00	0.91
B. VISITS TO CLIENTS IN TERRITORY :	95	12.75	7.25	0.80
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	5.00	21.75	1.07
MISSIONS :	3	0.00	5.25	0.21
CONFERENCE SEMINARS :	9	3.75	7.00	0.43
OTHER :	4	2.50	0.25	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.50	0.50	0.04
POST INITIATED :	1	1.25	0.00	0.05
E. COMMUNICATIONS ACTIVITIES :	31	3.00	8.25	0.45
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.75	0.00	0.03
FROM TERRITORIES :	21	3.75	2.50	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.50	1.25	0.07
CONNECTIONS ARRANGED :	2	0.00	3.00	0.12
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.75	2.25	0.12
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	2.00	0.00	0.08
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	3	0.00	2.00	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.75	10.25	1.16
LEAVE, PROFESSIONAL DEVELOP :		3.75	0.00	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		1.75	0.00	0.07
L. TOURISM PROGRAM ACTIVITIES :		3.75	0.00	0.15
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	7
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	79
	FROM TERRIT :	12
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	4