

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/06/20

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	334	7.66	15.60	1.01
FROM TERRITORIES :	510	6.00	13.20	0.84
B. VISITS TO CLIENTS IN TERRITORY :	101	9.33	5.80	0.57
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	16	9.33	27.80	1.67
MISSIONS :	11	1.33	7.00	0.39
CONFERENCE SEMINARS :	18	2.66	4.40	0.30
OTHER :	12	0.66	2.40	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	4.33	2.40	0.25
POST INITIATED :	12	3.00	1.60	0.17
E. COMMUNICATIONS ACTIVITIES :	6	0.33	2.00	0.11
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	2.66	0.00	0.08
FROM TERRITORIES :	125	12.00	0.60	0.39
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.33	0.00	0.01
CONNECTIONS ARRANGED :	1	0.33	0.00	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.66	2.20	0.22
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	0.66	0.00	0.02
HOST GOVERNMENT :	1	0.66	1.00	0.07
OTHER DEPARTMENT :	1	1.00	0.00	0.03
PROVINCES/MUNICIPALITIES :	6	1.66	1.40	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	2.40	0.45
LEAVE, PROFESSIONAL DEVELOP :		11.66	6.20	0.66
K. SERVICE TO OTHER MISSION PROGRAMS :		9.66	4.00	0.49
***** TOTALS *****		99.91	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 85
FROM TERRIT : 440

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 5