

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	506	17.50	16.42	1.85
FROM TERRITORIES :	364	7.50	5.71	0.70
B. VISITS TO CLIENTS IN TERRITORY :	62	6.00	4.14	0.53
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	1.75	9.28	0.72
MISSIONS :	3	0.50	2.00	0.16
CONFERENCE SEMINARS :	8	2.75	1.14	0.19
OTHER :	3	1.75	0.42	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.25	2.28	0.21
POST INITIATED :	4	0.00	0.57	0.04
E. COMMUNICATIONS ACTIVITIES :	0	0.00	7.00	0.49
F. INVESTMENT ENQUIRIES				
FROM CANADA :	14	2.00	0.28	0.10
FROM TERRITORIES :	27	2.50	1.14	0.18
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.50	0.00	0.02
CONNECTIONS ARRANGED :	11	0.75	0.71	0.08
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	1.42	0.14
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.50	0.00	0.02
HOST GOVERNMENT :	18	3.00	0.00	0.12
OTHER DEPARTMENT :	6	1.50	0.00	0.06
PROVINCES/MUNICIPALITIES :	1	1.00	0.14	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		23.75	4.14	1.24
LEAVE, PROFESSIONAL DEVELOP :		13.75	0.00	0.55
K. SERVICE TO OTHER MISSION PROGRAMS :		8.25	0.28	0.35
L. TOURISM PROGRAM ACTIVITIES :		2.50	42.85	3.10
***** TOTALS *****		100.00	99.92	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 60  
FROM TERRIT : 153

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4  
- LOCALLY-ENGAGED : 7