

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	690	17.00	20.25	1.49
FROM TERRITORIES :	416	6.75	11.25	0.72
B. VISITS TO CLIENTS IN TERRITORY :	119	11.75	9.75	0.86
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	17	4.75	20.75	1.02
MISSIONS :	5	4.00	3.25	0.29
CONFERENCE SEMINARS :	15	7.25	7.50	0.59
OTHER :	7	1.50	2.25	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	0.50	7.00	0.30
POST INITIATED :	9	1.25	3.75	0.20
E. COMMUNICATIONS ACTIVITIES :	31	2.50	2.00	0.18
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	2.50	1.25	0.15
FROM TERRITORIES :	45	4.50	1.75	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	9	0.75	1.25	0.08
CONNECTIONS ARRANGED :	5	0.00	1.25	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		4.50	0.00	0.18
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.50	0.00	0.02
HOST GOVERNMENT :	35	3.75	0.00	0.15
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	4	1.00	0.50	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.00	3.75	0.83
LEAVE, PROFESSIONAL DEVELOP :		0.50	2.50	0.12
K. SERVICE TO OTHER MISSION PROGRAMS :		2.75	0.00	0.11
L. TOURISM PROGRAM ACTIVITIES :		5.00	0.00	0.20
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 221
FROM TERRIT : 167

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

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