

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	479	14.75	20.75	1.42
FROM TERRITORIES :	493	7.75	19.25	1.08
B. VISITS TO CLIENTS IN TERRITORY :	97	9.50	7.75	0.69
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	7.00	15.50	0.90
MISSIONS :	10	2.50	6.50	0.36
CONFERENCE SEMINARS :	10	4.00	1.50	0.22
OTHER :	13	2.00	3.50	0.22
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	0.50	4.50	0.20
POST INITIATED :	7	0.25	2.75	0.12
E. COMMUNICATIONS ACTIVITIES :	19	3.50	2.75	0.25
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	2.50	0.00	0.10
FROM TERRITORIES :	28	5.75	1.00	0.27
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	0.50	1.25	0.07
CONNECTIONS ARRANGED :	9	0.50	1.00	0.06
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	4.75	0.27
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.25	0.25	0.02
HOST GOVERNMENT :	22	4.75	0.00	0.19
OTHER DEPARTMENT :	10	0.50	2.50	0.12
PROVINCES/MUNICIPALITIES :	10	0.50	1.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.50	3.50	0.84
LEAVE, PROFESSIONAL DEVELOP :		3.75	0.00	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		6.75	0.00	0.27
L. TOURISM PROGRAM ACTIVITIES :		3.00	0.00	0.12
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	26
	FROM TERRIT :	11
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	72
	FROM TERRIT :	26
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	29
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	4