

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

89/10/05

POST : CLEVELAND

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	694	10.00	12.83	1.27
FROM TERRITORIES :	1209	12.80	14.16	1.49
B. VISITS TO CLIENTS IN TERRITORY :	127	7.00	12.00	1.07
C. EXPORT/TRADE/POLICY FAIRS :	20	4.80	12.33	0.98
PROJECTS AND EVENTS MISSIONS :	14	10.00	8.33	1.00
CONFERENCE SEMINARS :	4	1.60	0.16	0.09
OTHER :	28	3.20	10.00	0.76
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	34	2.80	4.33	0.40
POST INITIATED :	2	0.00	0.33	0.02
E. COMMUNICATIONS ACTIVITIES :	15	4.80	2.50	0.39
F. INVESTMENT ENQUIRIES FROM CANADA :	3	1.00	1.00	0.11
FROM TERRITORIES :	15	2.60	1.00	0.19
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	0.66	0.04
CONNECTIONS ARRANGED :	1	1.00	0.00	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		4.60	1.33	0.31
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.20	0.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	12	0.40	1.33	0.10
PROVINCES/MUNICIPALITIES :	11	0.20	2.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	7.50	1.25
LEAVE, PROFESSIONAL DEVELOP :		6.00	7.33	0.74
K. SERVICE TO OTHER MISSION PROGRAMS :		11.00	0.83	0.60
***** TOTALS *****		100.00	99.95	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 172  
FROM TERRIT : 445

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5  
- LOCALLY-ENGAGED : 6