

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : CLEVELAND

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	558	15.66	29.66	1.36
FROM TERRITORIES :	317	7.33	9.00	0.49
B. VISITS TO CLIENTS IN TERRITORY :	99	13.33	8.33	0.65
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	1.66	20.66	0.67
MISSIONS :	5	2.66	8.00	0.32
CONFERENCE SEMINARS :	10	4.33	2.66	0.21
OTHER :	1	3.33	1.00	0.13
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.33	0.33	0.02
POST INITIATED :	10	7.00	0.33	0.22
E. COMMUNICATIONS ACTIVITIES :	1	0.00	8.33	0.25
F. INVESTMENT ENQUIRIES				
FROM CANADA :	13	8.00	0.00	0.24
FROM TERRITORIES :	18	5.33	1.33	0.20
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	0.66	0.02
CONNECTIONS ARRANGED :	28	0.33	0.66	0.03
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.66	0.66	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	41	5.00	0.66	0.17
OTHER DEPARTMENT :	2	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	15	0.00	1.66	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		15.33	3.33	0.56
LEAVE, PROFESSIONAL DEVELOP :		0.66	2.66	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		7.33	0.00	0.22
L. TOURISM PROGRAM ACTIVITIES :		1.66	0.00	0.05
***** TOTALS *****		99.93	99.92	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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