

27/07/93

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 223	2.00	10.80	0.58
FROM TERRITORIES	: 420	3.50	16.40	0.89
B.VISITS TO CLIENTS IN TERRITORY	: 152	17.00	5.20	0.60
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 18	12.00	19.80	1.23
MISSIONS	: 7	11.00	10.00	0.72
CONFERENCE SEMINARS	: 26	10.00	4.80	0.44
OTHER	: 3	0.50	0.80	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 0	0.00	0.00	0.00
POST INITIATED	: 1	1.00	1.20	0.08
E.COMMUNICATIONS ACTIVITIES	: 23	1.00	9.20	0.48
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 28	2.00	2.20	0.15
FROM TERRITORIES	: 20	4.00	3.80	0.27
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 17	0.00	2.00	0.10
CONNECTIONS ARRANGED	: 6	0.00	0.80	0.04
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 5.50	2.00		0.21
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.50	0.00	0.01
HOST GOVERNMENT	: 0	0.00	0.00	0.00
OTHER DEPARTMENT	: 12	0.00	1.60	0.08
PROVINCES/MUNICIPALITIES	: 12	0.00	1.20	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 19.00	4.60		0.61
LEAVE, PROFESSIONAL DEVELOP	: 5.00	3.60		0.28
K.SERVICE TO OTHER MISSION PROGRAMS	: 0.00	0.00		0.00
L.TOURISM PROGRAM ACTIVITIES	: 6.00	0.00		0.12
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 6
	FROM TERRIT	: 25
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 378
	FROM TERRIT	: 117
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 20
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2
	-LOCALLY ENGAGED	: 5