

20/10/93

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1993

POST	:	CHICAGO	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
				CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	:	FROM CANADA	185	3.00	11.80	0.65
	:	FROM TERRITORIES	307	2.00	18.80	0.98
B. VISITS TO CLIENTS IN TERRITORY	:		94	23.00	7.20	0.82
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	:	FAIRS	13	5.00	11.00	0.65
	:	MISSIONS	21	6.50	14.00	0.83
	:	CONFERENCE SEMINARS	16	5.50	5.40	0.38
	:	OTHER	5	4.00	2.00	0.18
D. COMMERCIAL* ECONOMIC REPORTS	:	HQ REQUESTED	1	1.00	0.00	0.02
	:	POST INITIATED	4	0.00	1.20	0.06
E. COMMUNICATIONS ACTIVITIES	:		29	2.00	6.60	0.37
F. INVESTMENT ENQUIRIES	:	FROM CANADA	15	3.00	4.00	0.26
	:	FROM TERRITORIES	34	6.00	2.00	0.22
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	:		0	0.00	0.00	0.00
	:	CONNECTIONS ARRANGED	2	0.00	0.60	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	:			0.00	0.20	0.01
I. SERVICE REQUESTS FM GOV'T SOURCES	:	NGO	0	0.00	0.00	0.00
	:	HOST GOVERNMENT	1	0.00	0.20	0.01
	:	OTHER DEPARTMENT	11	0.50	0.60	0.04
	:	PROVINCES/MUNICIPALITIES	22	1.50	3.40	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	:			18.00	3.60	0.54
	:	LEAVE, PROFESSIONAL DEVELOP		15.50	7.40	0.68
K. SERVICE TO OTHER MISSION PROGRAMS	:			0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES	:			3.50	0.00	0.07
***** TOTALS *****				100.00	100.00	7.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	:	FROM CANADA		11		
	:	FROM TERRIT		0		
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	:	FROM CANADA		355		
	:	FROM TERRIT		12		
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:			14		
NUMBER OF OCCUPIED OFFICER POSITIONS	:	-CANADA BASED		2		
	:	-LOCALLY ENGAGED		5		