

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	737	14.25	16.25	1.22
FROM TERRITORIES :	537	10.25	10.00	0.81
B.VISITS TO CLIENTS IN TERRITORY :	105	11.25	13.25	0.98
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	5.25	13.75	0.76
MISSIONS :	5	4.50	6.00	0.42
CONFERENCE SEMINARS :	14	3.75	1.50	0.21
OTHER :	2	0.25	0.75	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	0.25	0.01
POST INITIATED :	5	0.25	1.25	0.06
E.COMMUNICATIONS ACTIVITIES :	12	4.25	1.50	0.23
F.INVESTMENT ENQUIRIES				
FROM CANADA :	6	6.50	0.00	0.26
FROM TERRITORIES :	14	3.75	0.75	0.18
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.50	0.00	0.02
CONNECTIONS ARRANGED :	2	0.50	0.00	0.02
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.50	0.00	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	6	2.00	0.00	0.08
OTHER DEPARTMENT :	4	5.00	0.00	0.20
PROVINCES/MUNICIPALITIES :	6	1.25	2.50	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.50	3.50	0.88
LEAVE, PROFESSIONAL DEVELOP :		0.00	3.75	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.08
L.TOURISM PROGRAM ACTIVITIES :		2.50	25.00	1.10
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***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	12
	FROM TERRIT :	51
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	88
	FROM TERRIT :	41
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		21
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	4