

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	551	5.50	19.40	1.08
FROM TERRITORIES :	555	1.00	21.00	1.07
B. VISITS TO CLIENTS IN TERRITORY :	114	5.50	3.80	0.30
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	0.50	10.60	0.54
MISSIONS :	5	0.50	4.20	0.22
CONFERENCE SEMINARS :	12	7.00	2.20	0.25
OTHER :	7	0.50	1.80	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	5.00	0.00	0.10
POST INITIATED :	6	4.50	0.80	0.13
E. COMMUNICATIONS ACTIVITIES :	29	3.50	6.00	0.37
F. INVESTMENT ENQUIRIES				
FROM CANADA :	52	0.50	3.80	0.20
FROM TERRITORIES :	31	3.00	1.40	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	0.50	0.80	0.05
CONNECTIONS ARRANGED :	5	0.00	0.40	0.02
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.00	0.35
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	11	0.00	1.20	0.06
HOST GOVERNMENT :	1	0.50	0.20	0.02
OTHER DEPARTMENT :	6	0.00	0.20	0.01
PROVINCES/MUNICIPALITIES :	16	0.50	1.20	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		41.00	6.80	1.16
LEAVE, PROFESSIONAL DEVELOP :		19.00	7.20	0.74
K. SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.01
L. TOURISM PROGRAM ACTIVITIES :		1.00	0.00	0.02
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	8
	FROM TERRIT :	11
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	233
	FROM TERRIT :	31
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		42
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	5