

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 310	0.33	11.37	0.92
FROM TERRITORIES	: 308	0.00	10.50	0.84
B. VISITS TO CLIENTS IN TERRITORY	: 97	4.66	2.62	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS	: 16	5.66	15.62	1.42
MISSIONS	: 6	2.33	4.12	0.40
CONFERENCE SEMINARS	: 4	0.33	3.75	0.31
OTHER	: 5	1.66	0.50	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 4	0.66	0.87	0.09
POST INITIATED	: 14	1.66	1.00	0.13
E. COMMUNICATIONS ACTIVITIES	: 20	3.00	2.25	0.27
F. INVESTMENT ENQUIRIES FROM CANADA	: 18	2.00	0.00	0.06
FROM TERRITORIES	: 59	12.66	0.37	0.41
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 14	1.33	0.12	0.05
CONNECTIONS ARRANGED	: 6	1.33	0.00	0.04
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO	: 1	0.33	0.00	0.01
HOST GOVERNMENT	: 15	0.00	0.50	0.04
OTHER DEPARTMENT	: 4	0.00	0.25	0.02
PROVINCES/MUNICIPALITIES	: 13	0.33	0.37	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 7.66	1.62	0.36	
LEAVE, PROFESSIONAL DEVELOP	: 12.33	4.62	0.74	
K. SERVICE TO OTHER MISSION PROGRAMS	: 1.33	2.00	0.20	
L. TOURISM PROGRAM ACTIVITIES	: 40.33	37.50	4.21	
***** TOTALS *****		99.92	99.95	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 132
FROM TERRIT : 146

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 63

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 8