

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	380	4.33	21.00	1.18
FROM TERRITORIES :	402	3.00	18.60	1.02
B.VISITS TO CLIENTS IN TERRITORY :	101	13.66	5.40	0.68
C.EXPORT/TRADE/POLICY FAIRS :	15	6.33	20.40	1.21
PROJECTS AND EVENTS MISSIONS :	5	8.00	3.40	0.41
CONFERENCE SEMINARS :	11	8.33	0.20	0.26
OTHER :	6	0.00	1.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	1.66	0.20	0.06
POST INITIATED :	11	2.00	3.60	0.24
E.COMMUNICATIONS ACTIVITIES :	24	7.00	3.20	0.37
F.INVESTMENT ENQUIRIES FROM CANADA :	2	0.33	0.00	0.01
FROM TERRITORIES :	37	16.33	0.00	0.49
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.66	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.66	2.20	0.19
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	1.33	0.00	0.04
HOST GOVERNMENT :	12	1.66	0.20	0.06
OTHER DEPARTMENT :	17	1.33	0.20	0.05
PROVINCES/MUNICIPALITIES :	16	1.66	1.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	4.20	0.60
LEAVE, PROFESSIONAL DEVELOP :		2.00	12.00	0.66
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	3.20	0.22
L.TOURISM PROGRAM ACTIVITIES :		2.66	0.00	0.08
***** TOTALS *****		99.93	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 81
FROM TERRIT : 88

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 26

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 5