

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : CHICAGO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	86	6.66	19.00	1.15
FROM TERRITORIES :	77	3.33	19.20	1.06
B. VISITS TO CLIENTS IN TERRITORY :	34	9.00	4.00	0.47
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	8.00	22.00	1.34
MISSIONS :	2	3.33	4.20	0.31
CONFERENCE SEMINARS :	2	5.00	2.00	0.25
OTHER :	3	2.33	1.00	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.40	0.05
POST INITIATED :	20	5.66	2.20	0.28
E. COMMUNICATIONS ACTIVITIES :	9	1.33	5.00	0.29
F. INVESTMENT ENQUIRIES FROM CANADA :	5	2.00	0.00	0.06
FROM TERRITORIES :	56	15.33	0.20	0.47
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.33	0.00	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		9.00	3.00	0.42
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.66	0.00	0.05
HOST GOVERNMENT :	8	1.66	1.00	0.10
OTHER DEPARTMENT :	6	1.66	0.80	0.09
PROVINCES/MUNICIPALITIES :	13	2.66	1.40	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.66	3.00	0.56
LEAVE, PROFESSIONAL DEVELOP :		4.00	9.40	0.59
K. SERVICE TO OTHER MISSION PROGRAMS :		1.66	2.20	0.16
L. TOURISM PROGRAM ACTIVITIES :		0.66	0.00	0.02
***** TOTALS *****		99.92	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 8

FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 152

FROM TERRIT : 182

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 32

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 3

-LOCALLY ENGAGED : 5