

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	335	2.33	18.60	1.00
FROM TERRITORIES :	395	5.00	17.80	1.04
B. VISITS TO CLIENTS IN TERRITORY :	134	11.00	4.80	0.57
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	5.00	23.60	1.33
MISSIONS :	6	4.66	6.40	0.46
CONFERENCE SEMINARS :	6	1.00	5.60	0.31
OTHER :	6	0.00	0.60	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	2.00	0.20	0.07
POST INITIATED :	46	4.00	3.40	0.29
E. COMMUNICATIONS ACTIVITIES :	18	3.33	0.80	0.14
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	2.33	0.20	0.08
FROM TERRITORIES :	66	12.33	0.00	0.37
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	1.66	0.00	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.33	4.00	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.66	0.00	0.05
HOST GOVERNMENT :	5	0.33	0.60	0.04
OTHER DEPARTMENT :	10	1.66	1.20	0.11
PROVINCES/MUNICIPALITIES :	6	0.33	0.40	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		29.00	5.80	1.16
LEAVE, PROFESSIONAL DEVELOP :		2.66	2.40	0.20
K. SERVICE TO OTHER MISSION PROGRAMS :		1.66	3.60	0.23
L. TOURISM PROGRAM ACTIVITIES :		4.66	0.00	0.14
***** TOTALS *****		99.93	100.00	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 91
FROM TERRIT : 28

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 30

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