

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	533	13.00	20.00	1.12
FROM TERRITORIES :	1051	14.00	10.66	0.88
B.VISITS TO CLIENTS IN TERRITORY :	104	11.25	9.33	0.73
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	6.25	19.00	0.82
MISSIONS :	7	6.75	14.66	0.71
CONFERENCE SEMINARS :	9	2.00	5.33	0.24
OTHER :	3	0.75	0.00	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.50	1.66	0.07
POST INITIATED :	4	0.50	1.66	0.07
E.COMMUNICATIONS ACTIVITIES :	9	1.25	9.00	0.32
F.INVESTMENT ENQUIRIES				
FROM CANADA :	7	3.75	2.33	0.22
FROM TERRITORIES :	6	4.25	0.00	0.17
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.50	0.00	0.02
CONNECTIONS ARRANGED :	2	0.25	0.00	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.75	0.66	0.09
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.25	0.00	0.01
HOST GOVERNMENT :	7	1.75	0.00	0.07
OTHER DEPARTMENT :	8	3.50	0.00	0.14
PROVINCES/MUNICIPALITIES :	8	6.25	2.00	0.31
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	3.66	0.61
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.06
L.TOURISM PROGRAM ACTIVITIES :		7.50	0.00	0.30
***** TOTALS *****		100.00	99.95	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	15
	FROM TERRIT :	54
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	94
	FROM TERRIT :	22
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	3