

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
POST	: CLEVELAND				
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	389	17.25	16.00	1.33
	FROM TERRITORIES	301	14.00	11.00	1.00
B. VISITS TO CLIENTS IN TERRITORY		63	10.50	5.25	0.63
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	14	3.75	22.25	1.04
	MISSIONS	2	0.00	2.75	0.11
	CONFERENCE SEMINARS	14	5.00	8.00	0.52
	OTHER	9	1.00	1.25	0.09
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	2	0.00	1.00	0.04
	POST INITIATED	2	0.00	3.25	0.13
E. COMMUNICATIONS ACTIVITIES		25	3.75	6.75	0.42
F. INVESTMENT ENQUIRIES	FROM CANADA	7	1.75	2.00	0.15
	FROM TERRITORIES	37	3.75	2.00	0.23
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		12	2.25	3.75	0.24
	CONNECTIONS ARRANGED	3	1.00	2.50	0.14
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST			1.50	1.50	0.12
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	5	1.00	0.00	0.04
	HOST GOVERNMENT	4	1.75	0.00	0.07
	OTHER DEPARTMENT	0	0.00	0.00	0.00
	PROVINCES/MUNICIPALITIES	4	1.25	2.50	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.			20.00	5.50	1.02
	LEAVE, PROFESSIONAL DEVELOP		5.00	2.75	0.31
K. SERVICE TO OTHER MISSION PROGRAMS			1.75	0.00	0.07
L. TOURISM PROGRAM ACTIVITIES			3.75	0.00	0.15
***** TOTALS *****			100.00	100.00	8.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	8			
	FROM TERRIT	7			
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	87			
	FROM TERRIT	24			
NUMBER OF PEMD APPLICATIONS COMMENTED ON		12			
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	4			
	-LOCALLY ENGAGED	4			