

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	223	4.00	11.00	0.78
FROM TERRITORIES :	399	2.00	18.00	1.14
B. VISITS TO CLIENTS IN TERRITORY :	120	6.33	4.83	0.48
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	3.33	18.33	1.20
MISSIONS :	6	4.33	2.83	0.30
CONFERENCE SEMINARS :	25	7.00	5.66	0.55
OTHER :	8	1.66	0.83	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	4.66	1.16	0.21
POST INITIATED :	40	4.66	3.16	0.33
E. COMMUNICATIONS ACTIVITIES :	20	3.00	1.50	0.18
F. INVESTMENT ENQUIRIES				
FROM CANADA :	7	0.66	1.16	0.09
FROM TERRITORIES :	75	13.00	3.50	0.60
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.33	0.16	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	7.83	0.62
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	14	1.66	0.83	0.10
OTHER DEPARTMENT :	6	0.00	0.33	0.02
PROVINCES/MUNICIPALITIES :	13	2.66	0.33	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		11.33	4.33	0.60
LEAVE, PROFESSIONAL DEVELOP :		17.66	10.83	1.18
K. SERVICE TO OTHER MISSION PROGRAMS :		1.66	3.33	0.25
L. TOURISM PROGRAM ACTIVITIES :		4.00	0.00	0.12
***** TOTALS *****		99.93	99.93	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	37
	FROM TERRIT :	17
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	110
	FROM TERRIT :	95
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		14
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	6