

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	736	11.80	16.16	1.56
FROM TERRITORIES :	1021	13.60	20.16	1.89
B. VISITS TO CLIENTS IN TERRITORY :	138	6.20	9.16	0.86
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	3.60	6.33	0.56
MISSIONS :	12	8.20	8.50	0.92
CONFERENCE SEMINARS :	21	10.00	4.83	0.79
OTHER :	28	0.20	10.50	0.64
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	0.40	1.33	0.10
POST INITIATED :	6	0.60	3.50	0.24
E. COMMUNICATIONS ACTIVITIES :	20	3.00	3.00	0.33
F. INVESTMENT ENQUIRIES FROM CANADA :	3	0.40	0.00	0.02
FROM TERRITORIES :	37	4.00	2.83	0.37
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	37	0.40	2.00	0.14
CONNECTIONS ARRANGED :	3	1.00	1.16	0.12
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		8.80	0.00	0.44
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.60	0.00	0.03
OTHER DEPARTMENT :	10	0.40	0.66	0.06
PROVINCES/MUNICIPALITIES :	22	0.60	2.16	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	1.50	0.74
LEAVE, PROFESSIONAL DEVELOP :		3.60	6.00	0.54
K. SERVICE TO OTHER MISSION PROGRAMS :		9.60	0.16	0.49
***** TOTALS *****		100.00	99.94	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 89
FROM TERRIT : 333

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 6