

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 : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	236	3.66	15.60	0.89
FROM TERRITORIES :	386	1.00	20.20	1.04
B.VISITS TO CLIENTS IN TERRITORY :	97	7.33	4.40	0.44
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	5.66	13.80	0.86
MISSIONS :	26	16.33	3.40	0.66
CONFERENCE SEMINARS :	14	6.00	13.00	0.83
OTHER :	3	1.66	0.40	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	1.33	0.00	0.04
POST INITIATED :	20	3.33	3.80	0.29
E.COMMUNICATIONS ACTIVITIES :	82	1.33	5.00	0.29
F.INVESTMENT ENQUIRIES				
FROM CANADA :	7	2.00	0.60	0.09
FROM TERRITORIES :	25	7.33	2.40	0.34
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.33	0.00	0.01
CONNECTIONS ARRANGED :	1	0.00	0.20	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		4.33	0.60	0.16
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.33	0.00	0.01
HOST GOVERNMENT :	4	2.66	0.60	0.11
OTHER DEPARTMENT :	4	1.00	1.20	0.09
PROVINCES/MUNICIPALITIES :	17	3.00	0.40	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.66	6.80	0.72
LEAVE, PROFESSIONAL DEVELOP :		15.00	7.60	0.83
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		3.66	0.00	0.11
***** TOTALS *****		99.93	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	7
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	160
	FROM TERRIT :	110
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	5