

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : CLEVELAND

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	549	18.75	13.33	1.55
FROM TERRITORIES :	607	15.75	11.50	1.32
B. VISITS TO CLIENTS IN TERRITORY :	56	4.25	3.66	0.39
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	3.50	6.33	0.52
MISSIONS :	11	3.75	9.00	0.69
CONFERENCE SEMINARS :	7	3.75	1.00	0.21
OTHER :	1	0.00	0.83	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.50	0.00	0.06
POST INITIATED :	2	0.50	0.50	0.05
E. COMMUNICATIONS ACTIVITIES :	5	3.75	0.33	0.17
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	1.25	0.00	0.05
FROM TERRITORIES :	45	3.00	0.83	0.17
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	6	0.75	0.50	0.06
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.75	0.50	0.26
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.50	0.00	0.02
HOST GOVERNMENT :	20	2.50	0.00	0.10
OTHER DEPARTMENT :	10	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	5	2.00	0.50	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		14.00	1.16	0.63
LEAVE, PROFESSIONAL DEVELOP :		2.50	0.00	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		12.25	0.00	0.49
L. TOURISM PROGRAM ACTIVITIES :		0.00	50.00	3.00
***** TOTALS *****		100.00	99.97	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 164
FROM TERRIT : 208

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 6