

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	484	14.00	20.00	1.30
FROM TERRITORIES	600	8.80	28.33	1.29
B. VISITS TO CLIENTS IN TERRITORY	67	1.60	13.66	0.49
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	15	3.00	26.66	0.95
MISSIONS	6	0.60	4.00	0.15
OTHER	16	14.20	2.66	0.79
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	7	1.20	0.00	0.06
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	1	0.00	0.33	0.01
FROM TERRITORIES	17	2.60	0.66	0.15
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	7	2.20	1.00	0.14
CONNECTIONS ARRANGED	1	0.20	0.00	0.01
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	9	6.20	2.00	0.37
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	6	0.20	0.66	0.03
FROM OTHER GOV'T SOURCES- CONTACTS	0	0.00	0.00	0.00
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		26.20	0.00	1.31
LEAVE, PROFESSIONAL DEVELOP		4.60	0.00	0.23
J. SERVICE TO OTHER MISSION PROGRAMS		14.40	0.00	0.72
***** TOTALS *****		100.00	99.96	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 119  
FROM TERRIT : 150

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5  
- LOCALLY-ENGAGED : 3