

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	340	16.00	7.50	1.25
FROM TERRITORIES :	469	12.40	10.00	1.22
B.VISITS TO CLIENTS IN TERRITORY :	240	13.80	11.50	1.38
C.EXPORT/TRADE/POLICY FAIRS :	11	5.00	15.00	1.15
PROJECTS AND EVENTS MISSIONS :	4	4.80	3.66	0.46
CONFERENCE SEMINARS :	8	5.60	3.00	0.46
OTHER :	12	10.00	3.33	0.70
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	18	1.20	4.50	0.33
POST INITIATED :	19	1.00	7.50	0.50
E.COMMUNICATIONS ACTIVITIES :	17	4.00	1.33	0.28
F.INVESTMENT ENQUIRIES FROM CANADA :	7	0.80	0.33	0.06
FROM TERRITORIES :	36	4.20	0.66	0.25
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.20	0.50	0.04
CONNECTIONS ARRANGED :	1	0.20	0.00	0.01
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.80	3.66	0.36
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	15	0.00	0.66	0.04
HOST GOVERNMENT :	15	1.00	0.66	0.09
OTHER DEPARTMENT :	28	1.60	1.66	0.18
PROVINCES/MUNICIPALITIES :	37	0.20	3.83	0.24
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	4.50	0.87
LEAVE, PROFESSIONAL DEVELOP :		3.20	8.00	0.64
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	8.16	0.49
***** TOTALS *****		100.00	99.94	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 111
FROM TERRIT : 300

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 20

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