

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : CHICAGO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	287	6.66	17.25	0.89
FROM TERRITORIES :	430	9.66	13.25	0.82
B.VISITS TO CLIENTS IN TERRITORY :	53	6.00	2.25	0.27
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	6.00	35.00	1.58
MISSIONS :	8	0.66	4.50	0.20
CONFERENCE SEMINARS :	5	4.00	0.75	0.15
OTHER :	15	0.00	1.75	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	0.50	0.08
POST INITIATED :	10	2.66	1.50	0.14
E.COMMUNICATIONS ACTIVITIES :	12	1.33	5.75	0.27
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.33	0.25	0.02
FROM TERRITORIES :	22	4.66	0.50	0.16
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.33	0.00	0.01
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		14.66	1.75	0.51
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.66	0.00	0.02
HOST GOVERNMENT :	26	0.66	0.75	0.05
OTHER DEPARTMENT :	10	0.66	0.25	0.03
PROVINCES/MUNICIPALITIES :	15	1.00	0.50	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.66	3.50	0.40
LEAVE, PROFESSIONAL DEVELOP :		6.33	10.00	0.59
K.SERVICE TO OTHER MISSION PROGRAMS :		23.00	0.00	0.69
***** TOTALS *****		99.92	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 166  
FROM TERRIT : 84

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 4