

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	904	16.25	19.33	1.81
FROM TERRITORIES :	1131	15.25	18.16	1.70
B. VISITS TO CLIENTS IN TERRITORY :	95	5.50	9.66	0.80
C. EXPORT/TRADE/POLICY FAIRS :	15	11.50	11.66	1.16
PROJECTS AND EVENTS MISSIONS :	8	0.00	6.83	0.41
CONFERENCE SEMINARS :	19	2.00	4.00	0.32
OTHER :	18	1.75	5.50	0.40
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	0.00	2.50	0.15
POST INITIATED :	17	1.00	0.83	0.09
E. COMMUNICATIONS ACTIVITIES :	4	1.25	0.66	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	1	1.25	0.00	0.05
FROM TERRITORIES :	15	1.25	1.50	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	42	0.00	3.16	0.19
CONNECTIONS ARRANGED :	16	4.00	0.00	0.16
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		8.25	3.00	0.51
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	7	0.50	0.00	0.02
HOST GOVERNMENT :	3	0.25	0.00	0.01
OTHER DEPARTMENT :	16	0.75	0.33	0.05
PROVINCES/MUNICIPALITIES :	32	0.75	5.16	0.34
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	2.50	0.95
LEAVE, PROFESSIONAL DEVELOP :		0.00	3.50	0.21
K. SERVICE TO OTHER MISSION PROGRAMS :		8.50	1.66	0.44
***** TOTALS *****		100.00	99.94	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 128
FROM TERRIT : 221

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

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