

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

00/01/00

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : CHICAGO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	282	4.50	11.62	1.11
FROM TERRITORIES :	447	3.50	8.25	0.80
B. VISITS TO CLIENTS IN TERRITORY :	54	4.75	7.12	0.76
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	30	6.50	13.25	1.32
MISSIONS :	12	3.00	5.37	0.55
CONFERENCE SEMINARS :	3	4.75	0.37	0.22
OTHER :	9	0.50	2.87	0.25
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	1.50	0.50	0.10
POST INITIATED :	6	2.25	1.00	0.17
E. COMMUNICATIONS ACTIVITIES :	3	0.50	0.62	0.07
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	2.00	0.00	0.08
FROM TERRITORIES :	67	8.25	0.00	0.33
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.25	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		7.75	2.75	0.53
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.25	0.00	0.01
HOST GOVERNMENT :	1	0.25	0.12	0.02
OTHER DEPARTMENT :	3	0.00	0.25	0.02
PROVINCES/MUNICIPALITIES :	8	1.50	0.12	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.50	2.50	0.54
LEAVE, PROFESSIONAL DEVELOP :		9.75	4.37	0.74
K. SERVICE TO OTHER MISSION PROGRAMS :		4.75	1.37	0.30
L. TOURISM PROGRAM ACTIVITIES :		25.00	37.50	4.00
***** TOTALS *****		100.00	99.95	12.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 105
FROM TERRIT : 66

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 20

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 8