

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : CLEVELAND

		NUMBER	% OFFICER-TIME		TOTAL-TIME
			CANADA	LOC-ENG	PERSON-GTR
A. EXPORT ENQUIRIES	FROM CANADA	: 359	11.20	15.00	1.01
	FROM TERRITORIES	: 592	12.00	14.00	1.02
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 85	11.60	5.00	0.73
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 13	1.40	35.33	1.13
	MISSIONS	: 8	3.20	5.00	0.31
	OTHER	: 19	12.80	4.00	0.76
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 9	0.40	1.33	0.06
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 3	1.20	1.33	0.10
	FROM TERRITORIES	: 31	6.60	1.66	0.38
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		: 0	2.00	0.00	0.10
	CONNECTIONS ARRANGED	: 2	0.40	0.00	0.02
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA		: 8	3.60	11.66	0.53
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 1	0.20	0.00	0.01
	FROM OTHER GOV'T SOURCES- CONTACTS	: 4	1.20	0.00	0.06
	- REPORTS	: 1	0.20	0.00	0.01
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		16.20	2.33	0.88
	LEAVE, PROFESSIONAL DEVELOP		4.40	3.33	0.32
J. SERVICE TO OTHER MISSION PROGRAMS			11.40	0.00	0.57
***** TOTALS *****			100.00	99.97	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 107
FROM TERRIT : 250

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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