

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : CLEVELAND

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	588	14.75	22.00	1.47
FROM TERRITORIES :	1046	8.50	16.00	0.98
B.VISITS TO CLIENTS IN TERRITORY :	74	9.00	7.50	0.66
C.EXPORT/TRADE/POLICY FAIRS :	10	3.00	19.75	0.91
PROJECTS AND EVENTS MISSIONS :	5	0.75	6.50	0.29
CONFERENCE SEMINARS :	8	4.75	2.25	0.28
OTHER :	6	0.75	4.00	0.19
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	0.75	0.03
POST INITIATED :	2	0.00	0.50	0.02
E.COMMUNICATIONS ACTIVITIES :	14	4.75	2.25	0.28
F.INVESTMENT ENQUIRIES FROM CANADA :	2	0.75	0.00	0.03
FROM TERRITORIES :	16	3.50	1.25	0.19
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	14	4.25	2.25	0.26
CONNECTIONS ARRANGED :	7	1.25	1.00	0.09
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.00	1.50	0.18
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	2.75	0.11
HOST GOVERNMENT :	21	4.75	2.00	0.27
OTHER DEPARTMENT :	3	2.00	0.50	0.10
PROVINCES/MUNICIPALITIES :	5	1.75	0.50	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	3.50	0.70
LEAVE, PROFESSIONAL DEVELOP :		10.50	2.50	0.52
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.75	0.11
L.TOURISM PROGRAM ACTIVITIES :		6.00	0.00	0.24
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	25
FROM TERRIT :	54
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	155
FROM TERRIT :	256

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	32
--	----

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