

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : CHICAGO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	281	15.75	10.40	1.15
FROM TERRITORIES :	697	13.00	18.00	1.42
B.VISITS TO CLIENTS IN TERRITORY :	142	3.75	9.20	0.61
C.EXPORT/TRADE/POLICY FAIRS :	17	4.50	24.80	1.42
PROJECTS AND EVENTS MISSIONS :	10	1.50	4.40	0.28
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	45	7.00	13.20	0.94
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	38	2.75	3.20	0.27
POST INITIATED :	1	0.50	0.00	0.02
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	1	0.50	0.20	0.03
FROM TERRITORIES :	58	8.75	0.00	0.35
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.50	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.80	0.16
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	27	2.00	0.40	0.10
HOST GOVERNMENT :	1	0.25	0.00	0.01
OTHER DEPARTMENT :	114	2.25	4.20	0.30
PROVINCES/MUNICIPALITIES :	19	1.75	1.80	0.16
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	4.00	0.72
LEAVE, PROFESSIONAL DEVELOP :		7.00	5.20	0.54
K.SERVICE TO OTHER MISSION PROGRAMS :		12.25	0.20	0.50
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 399
FROM TERRIT : 363

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 5