

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	438	11.66	23.50	0.82
FROM TERRITORIES :	614	16.33	19.00	0.87
B. VISITS TO CLIENTS IN TERRITORY VISITS :	61	5.00	12.50	0.40
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	8	0.00	11.00	0.22
MISSIONS :	4	1.66	5.00	0.15
OTHER :	19	17.66	9.00	0.71
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	13	1.66	2.50	0.10
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	22	5.00	2.50	0.20
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	0	1.66	0.00	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	2	2.66	0.00	0.08
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	12	3.33	0.00	0.10
FROM OTHER GOV'T SOURCES- CONTACTS :	0	0.00	0.00	0.00
- REPORTS :	1	0.33	0.00	0.01
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		10.66	0.00	0.32
LEAVE, PROFESSIONAL DEVELOP :		14.66	0.00	0.44
J. SERVICE TO OTHER MISSION PROGRAMS :		7.66	15.00	0.53
***** TOTALS *****		99.93	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 66
FROM TERRIT : 200

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2