

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	143	9.66	10.25	0.70
FROM TERRITORIES :	198	10.00	14.75	0.89
B. VISITS TO CLIENTS IN TERRITORY :	51	11.00	6.75	0.60
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	4.66	26.75	1.21
MISSIONS :	5	7.00	7.00	0.49
CONFERENCE SEMINARS :	8	3.66	0.25	0.12
OTHER :	1	1.00	3.00	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	0.75	0.06
POST INITIATED :	11	2.66	3.25	0.21
E. COMMUNICATIONS ACTIVITIES :	27	3.33	1.00	0.14
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	2.66	0.00	0.08
FROM TERRITORIES :	96	6.33	0.50	0.21
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.33	0.00	0.01
CONNECTIONS ARRANGED :	2	0.33	0.00	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		6.33	9.00	0.55
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.33	1.00	0.05
OTHER DEPARTMENT :	12	0.33	0.75	0.04
PROVINCES/MUNICIPALITIES :	9	0.33	0.50	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.66	3.50	0.58
LEAVE, PROFESSIONAL DEVELOP :		4.00	4.50	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		10.33	6.50	0.57
***** TOTALS *****		99.93	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 83
FROM TERRIT : 54

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 29

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 4