

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : CHICAGO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	546	2.50	17.60	0.93
FROM TERRITORIES :	787	2.50	16.20	0.86
B. VISITS TO CLIENTS IN TERRITORY :	80	9.00	4.80	0.42
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	19	1.50	8.60	0.46
MISSIONS :	6	1.50	6.20	0.34
CONFERENCE SEMINARS :	33	7.50	15.40	0.92
OTHER :	14	3.00	1.20	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.50	0.20	0.02
POST INITIATED :	20	5.50	3.40	0.28
E. COMMUNICATIONS ACTIVITIES :	28	5.50	6.20	0.42
F. INVESTMENT ENQUIRIES				
FROM CANADA :	24	3.00	1.60	0.14
FROM TERRITORIES :	41	3.50	1.40	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.50	1.00	0.06
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		7.00	6.40	0.46
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.00	0.20	0.01
HOST GOVERNMENT :	5	2.00	0.40	0.06
OTHER DEPARTMENT :	2	0.00	0.40	0.02
PROVINCES/MUNICIPALITIES :	17	3.50	1.80	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		24.50	5.00	0.74
LEAVE, PROFESSIONAL DEVELOP :		11.50	1.00	0.28
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	1.00	0.13
L. TOURISM PROGRAM ACTIVITIES :		1.50	0.00	0.03
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	4
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	240
	FROM TERRIT :	20
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	28
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	5