

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : CHICAGO

		NUMBER	% OFFICER-TIME CANADA	-TIME LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	243	13.66	12.25	0.90
	FROM TERRITORIES :	372	10.33	15.25	0.92
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	69	9.33	2.50	0.38
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	9	1.33	30.25	1.25
	MISSIONS :	6	4.00	8.25	0.45
	OTHER :	13	4.00	4.25	0.29
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	3	1.66	0.00	0.05
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	0	1.33	0.00	0.04
	FROM TERRITORIES :	77	10.33	0.25	0.32
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	:	0	1.33	0.00	0.04
	CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	:	5	4.66	5.50	0.36
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	3	0.33	0.25	0.02
	FROM OTHER GOV'T SOURCES- CONTACTS :	23	0.66	0.25	0.03
	- REPORTS :	5	1.00	0.00	0.03
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	:		11.33	8.00	0.66
	LEAVE, PROFESSIONAL DEVELOP :		7.33	13.00	0.74
J. SERVICE TO OTHER MISSION PROGRAMS	:		17.33	0.00	0.52
***** TOTALS *****			99.94	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 105
FROM TERRIT : 35

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 31

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