

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	181	4.33	14.20	0.84
FROM TERRITORIES :	239	1.66	16.80	0.89
B. VISITS TO CLIENTS IN TERRITORY :	187	14.66	5.00	0.69
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	11	6.00	20.20	1.19
MISSIONS :	5	6.00	4.80	0.42
CONFERENCE SEMINARS :	4	1.66	1.60	0.13
OTHER :	2	0.00	0.20	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.00	0.40	0.05
POST INITIATED :	28	4.33	2.00	0.23
E. COMMUNICATIONS ACTIVITIES :	30	2.66	8.80	0.52
F. INVESTMENT ENQUIRIES FROM CANADA :	10	4.33	0.40	0.15
FROM TERRITORIES :	60	21.00	0.80	0.67
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.00	0.00	0.03
CONNECTIONS ARRANGED :	1	0.66	0.00	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	11	0.66	0.60	0.05
HOST GOVERNMENT :	6	1.66	1.00	0.10
OTHER DEPARTMENT :	15	2.33	1.00	0.12
PROVINCES/MUNICIPALITIES :	19	2.66	1.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.00	10.40	1.09
LEAVE, PROFESSIONAL DEVELOP :		1.00	8.60	0.46
K. SERVICE TO OTHER MISSION PROGRAMS :		1.66	1.20	0.11
L. TOURISM PROGRAM ACTIVITIES :		1.66	0.00	0.05
***** TOTALS *****		99.92	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	6
FROM TERRIT :	1
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	215
FROM TERRIT :	47
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	54
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	5