

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : CHICAGO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	652	2.50	15.00	0.95
FROM TERRITORIES :	931	5.50	15.33	1.03
B. VISITS TO CLIENTS IN TERRITORY :	170	2.50	11.83	0.76
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	0.00	6.00	0.36
MISSIONS :	11	0.50	7.16	0.44
CONFERENCE SEMINARS :	23	6.00	3.83	0.35
OTHER :	11	3.50	1.16	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	0.50	0.16	0.02
POST INITIATED :	14	0.50	5.50	0.34
E. COMMUNICATIONS ACTIVITIES :	48	9.50	5.83	0.54
F. INVESTMENT ENQUIRIES FROM CANADA :	37	1.00	2.50	0.17
FROM TERRITORIES :	40	2.50	3.50	0.26
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	0.00	0.66	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	6.00	0.41
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	21	0.00	1.83	0.11
HOST GOVERNMENT :	5	0.00	0.33	0.02
OTHER DEPARTMENT :	4	0.00	0.33	0.02
PROVINCES/MUNICIPALITIES :	32	0.00	3.50	0.21
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		40.00	3.83	1.03
LEAVE, PROFESSIONAL DEVELOP :		10.00	4.66	0.48
K. SERVICE TO OTHER MISSION PROGRAMS :		8.00	1.00	0.22
L. TOURISM PROGRAM ACTIVITIES :		5.00	0.00	0.10
***** TOTALS *****		100.00	99.94	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	8
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	152
	FROM TERRIT :	154

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	18
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	6