

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/01/18

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : CLEVELAND

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	559	14.40	18.16	1.81
FROM TERRITORIES :	904	17.80	21.50	2.18
B.VISITS TO CLIENTS IN TERRITORY :	158	8.00	2.33	0.54
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	15	2.60	5.16	0.44
MISSIONS :	5	1.20	2.50	0.21
CONFERENCE SEMINARS :	6	1.80	1.16	0.16
OTHER :	33	1.20	16.50	1.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	21	0.20	3.50	0.22
POST INITIATED :	22	1.00	2.50	0.20
E.COMMUNICATIONS ACTIVITIES :	19	2.00	2.66	0.26
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.60	0.50	0.06
FROM TERRITORIES :	22	2.40	1.33	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.20	0.00	0.01
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	1.33	0.28
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	1.33	0.08
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	16	0.40	1.00	0.08
PROVINCES/MUNICIPALITIES :	11	1.20	2.33	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	7.83	1.12
LEAVE, PROFESSIONAL DEVELOP :		21.40	8.33	1.57
K.SERVICE TO OTHER MISSION PROGRAMS :		6.60	0.00	0.33
***** TOTALS *****		100.00	99.95	11.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 57
FROM TERRIT : 600

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 6