

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : CHICAGO

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	185	10.50	6.75	0.48
FROM TERRITORIES	305	10.50	17.25	0.90
B. VISITS TO CLIENTS IN TERRITORY VISITS :	25	2.50	3.00	0.17
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	17	1.00	25.75	1.05
MISSIONS	1	0.50	0.25	0.02
OTHER	14	2.50	15.50	0.67
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	7	1.50	0.50	0.05
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	3	0.00	1.25	0.05
FROM TERRITORIES	169	22.00	7.00	0.72
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	1	0.50	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICPT'N IN PRDG-RELATED EVENTS IN CANADA :	0	4.00	0.00	0.08
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	9	0.50	2.75	0.12
FROM OTHER GOV'T SOURCES- CONTACTS :	3	0.00	0.50	0.02
- REPORTS :	1	0.00	0.30	0.02
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		13.50	10.25	0.68
LEAVE, PROFESSIONAL DEVELOP :		9.50	7.25	0.48
J. SERVICE TO OTHER MISSION PROGRAMS :		21.00	1.50	0.48
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 131  
FROM TERRIT : 892

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4