

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : CLEVELAND

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	608	11.40	12.60	1.20
FROM TERRITORIES :	1099	13.20	16.80	1.50
B.VISITS TO CLIENTS IN TERRITORY :	123	7.80	9.80	0.88
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	15	5.00	7.40	0.62
MISSIONS :	17	5.00	15.40	1.02
CONFERENCE SEMINARS :	9	7.00	1.00	0.40
OTHER :	32	4.40	13.00	0.87
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	23	0.20	1.80	0.10
POST INITIATED, :	5	0.80	0.20	0.05
E.COMMUNICATIONS ACTIVITIES :	20	4.00	3.40	0.37
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	10	2.00	1.00	0.15
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.60	1.60	0.26
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.00	0.00	0.05
HOST GOVERNMENT :	3	0.00	1.20	0.06
OTHER DEPARTMENT :	36	0.40	1.60	0.10
PROVINCES/MUNICIPALITIES :	7	0.20	0.60	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	4.40	0.87
LEAVE, PROFESSIONAL DEVELOP :		4.00	6.20	0.51
K.SERVICE TO OTHER MISSION PROGRAMS :		17.00	2.00	0.95
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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