

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	464	6.66	28.16	1.89
FROM TERRITORIES :	242	3.00	8.66	0.61
B.VISITS TO CLIENTS IN TERRITORY :	66	7.00	3.66	0.43
C.EXPORT/TRADE/POLICY FAIRS :	4	0.00	1.83	0.11
PROJECTS AND EVENTS MISSIONS :	8	3.00	15.33	1.01
CONFERENCE SEMINARS :	2	3.33	0.16	0.11
OTHER :	1	0.00	0.50	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	1	1.00	0.00	0.03
E.COMMUNICATIONS ACTIVITIES :	1	0.66	0.16	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	12	3.33	0.16	0.11
FROM TERRITORIES :	20	2.66	0.33	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.33	1.66	0.11
CONNECTIONS ARRANGED :	2	0.00	1.50	0.09
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.50	0.09
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	0.66	0.50	0.05
OTHER DEPARTMENT :	3	1.66	0.16	0.06
PROVINCES/MUNICIPALITIES :	12	3.33	0.16	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.66	0.00	0.35
LEAVE, PROFESSIONAL DEVELOP :		13.33	2.16	0.53
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.15
L.TOURISM PROGRAM ACTIVITIES :		33.33	33.33	3.00
***** TOTALS *****		99.94	99.92	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 233
FROM TERRIT : 25

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 22

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 6