

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 775	15.00	35.00	0.85
FROM TERRITORIES	: 555	18.00	35.00	0.88
B. VISITS TO CLIENTS IN TERRITORY	: 12	13.00	4.50	0.22
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 2	1.00	0.50	0.02
MISSIONS	: 0	0.00	0.00	0.00
CONFERENCE SEMINARS	: 2	1.00	2.50	0.06
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 4	5.00	4.50	0.14
POST INITIATED	: 4	2.00	1.50	0.05
E. COMMUNICATIONS ACTIVITIES	: 19	9.00	1.50	0.12
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 2	2.00	0.50	0.03
FROM TERRITORIES	: 2	1.00	0.50	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 2	5.00	1.00	0.07
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 6.00	1.50	0.09	
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 20	4.00	3.50	0.11
HOST GOVERNMENT	: 3	2.00	2.00	0.06
OTHER DEPARTMENT	: 4	2.00	2.00	0.06
PROVINCES/MUNICIPALITIES	: 4	2.00	2.00	0.06
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	: 11.00	0.50	0.12	
LEAVE, PROFESSIONAL DEVELOP	: 0.00	0.00	0.00	
K. SERVICE TO OTHER MISSION PROGRAMS	: 1.00	1.50	0.04	
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 3
	FROM TERRIT	: 5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 29
	FROM TERRIT	: 14
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 2
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED	: 1
	- LOCALLY ENGAGED	: 2