

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	409	4.00	29.75	1.27
FROM TERRITORIES :	276	7.50	11.75	0.62
B.VISITS TO CLIENTS IN TERRITORY :	60	2.00	9.50	0.42
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	0.00	5.50	0.22
MISSIONS :	7	3.00	20.75	0.89
CONFERENCE SEMINARS :	2	0.00	5.50	0.22
OTHER :	2	0.00	0.50	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	3	5.00	0.00	0.10
E.COMMUNICATIONS ACTIVITIES :	4	2.50	0.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	13	2.50	0.75	0.08
FROM TERRITORIES :	21	7.50	1.00	0.19
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	76	0.00	4.00	0.16
CONNECTIONS ARRANGED :	2	0.00	0.50	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	6.50	0.34
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	8	4.50	0.50	0.11
PROVINCES/MUNICIPALITIES :	9	5.00	1.25	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.25	0.09
K.SERVICE TO OTHER MISSION PROGRAMS :		40.00	0.00	0.80
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 201
FROM TERRIT : 53

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 31

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