

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	684	10.00	29.80	1.69
FROM TERRITORIES :	403	8.00	13.40	0.83
B. VISITS TO CLIENTS IN TERRITORY :	87	8.00	3.60	0.34
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	3.60	0.18
MISSIONS :	16	0.00	23.40	1.17
CONFERENCE SEMINARS :	11	1.00	5.60	0.30
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.50	0.00	0.03
POST INITIATED :	18	2.50	1.20	0.11
E. COMMUNICATIONS ACTIVITIES :	24	3.00	0.60	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	52	5.50	0.40	0.13
FROM TERRITORIES :	20	5.00	0.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	16	0.00	4.00	0.20
CONNECTIONS ARRANGED :	4	0.00	2.00	0.10
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		7.00	5.20	0.40
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	19	1.50	1.80	0.12
OTHER DEPARTMENT :	20	5.00	0.00	0.10
PROVINCES/MUNICIPALITIES :	35	4.50	0.20	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		2.50	5.20	0.31
K. SERVICE TO OTHER MISSION PROGRAMS :		25.00	0.00	0.50
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 184
FROM TERRIT : 90

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 20

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 5