

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	463	17.00	39.00	2.29
FROM TERRITORIES :	264	6.00	17.20	0.98
B. VISITS TO CLIENTS IN TERRITORY :	45	11.00	7.80	0.61
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	3.00	1.60	0.14
MISSIONS :	12	8.00	19.20	1.12
CONFERENCE SEMINARS :	4	7.00	1.20	0.20
OTHER :	2	1.00	0.40	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	7	5.00	0.40	0.12
E. COMMUNICATIONS ACTIVITIES :	1	3.00	0.40	0.08
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	11	7.00	1.60	0.22
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	18	2.00	1.80	0.13
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.60	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	6.00	1.40	0.19
OTHER DEPARTMENT :	10	7.00	1.20	0.20
PROVINCES/MUNICIPALITIES :	16	7.00	5.20	0.40
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	0.80	0.22
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.20	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	74
	FROM TERRIT :	27
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	222
	FROM TERRIT :	85
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		16
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	5