

25/05/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	731	6.00	23.28	1.75
FROM TERRITORIES :	386	3.50	11.00	0.84
B.VISITS TO CLIENTS IN TERRITORY :	131	2.50	5.14	0.41
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.00	0.42	0.03
MISSIONS :	15	6.50	9.14	0.77
CONFERENCE SEMINARS :	5	17.50	0.42	0.38
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	5.50	0.28	0.13
POST INITIATED :	14	4.00	1.14	0.16
E.COMMUNICATIONS ACTIVITIES :	17	7.00	0.00	0.14
F.INVESTMENT ENQUIRIES				
FROM CANADA :	38	2.50	0.14	0.06
FROM TERRITORIES :	49	4.00	0.57	0.12
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	0.71	0.05
CONNECTIONS ARRANGED :	7	0.00	0.85	0.06
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.57	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	12	0.50	1.00	0.08
OTHER DEPARTMENT :	6	1.50	0.71	0.08
PROVINCES/MUNICIPALITIES :	23	4.50	1.71	0.21
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		13.00	14.28	1.26
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		1.00	28.57	2.02
***** TOTALS *****		100.00	99.93	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	26
	FROM TERRIT :	29
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	117
	FROM TERRIT :	79
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	18
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	7