

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1993

POST : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	425	4.25	33.66	2.19
FROM TERRITORIES :	326	1.75	25.00	1.57
B. VISITS TO CLIENTS IN TERRITORY :	113	12.25	7.83	0.96
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	17	1.50	15.33	0.98
MISSIONS :	5	2.50	5.83	0.45
CONFERENCE SEMINARS :	19	11.75	0.83	0.52
OTHER :	17	6.25	3.33	0.45
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.75	0.00	0.07
POST INITIATED :	38	9.75	4.00	0.63
E. COMMUNICATIONS ACTIVITIES :	4	2.25	0.00	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	25	1.75	0.83	0.12
FROM TERRITORIES :	87	3.50	0.00	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	2.50	0.00	0.10
CONNECTIONS ARRANGED :	6	1.25	0.00	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.25	0.00	0.13
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	38	2.50	0.00	0.10
HOST GOVERNMENT :	3	0.50	0.00	0.02
OTHER DEPARTMENT :	26	4.00	0.00	0.16
PROVINCES/MUNICIPALITIES :	11	3.50	0.00	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.25	0.00	0.69
LEAVE, PROFESSIONAL DEVELOP :		5.00	3.33	0.40
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.04
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.97	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	40
	FROM TERRIT :	96
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	441
	FROM TERRIT :	500
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		45
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	6