

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	850	9.00	33.00	2.01
FROM TERRITORIES :	240	9.75	18.40	1.31
B. VISITS TO CLIENTS IN TERRITORY :	65	6.00	8.20	0.65
C. EXPORT/TRADE/POLICY FAIRS :	11	3.50	1.00	0.19
PROJECTS AND EVENTS MISSIONS :	14	2.50	9.80	0.59
CONFERENCE SEMINARS :	14	8.50	9.40	0.81
OTHER :	10	0.75	1.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.50	1.80	0.11
POST INITIATED :	14	3.50	0.00	0.14
E. COMMUNICATIONS ACTIVITIES :	475	4.00	5.40	0.43
F. INVESTMENT ENQUIRIES FROM CANADA :	37	6.50	0.40	0.28
FROM TERRITORIES :	4	0.50	0.60	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	2.00	1.00	0.13
CONNECTIONS ARRANGED :	23	0.50	0.80	0.06
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	2.00	0.26
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	26	7.00	1.00	0.33
HOST GOVERNMENT :	24	6.25	0.60	0.28
OTHER DEPARTMENT :	55	8.50	1.20	0.40
PROVINCES/MUNICIPALITIES :	19	4.00	1.60	0.24
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.50	0.20	0.27
LEAVE, PROFESSIONAL DEVELOP :		3.50	1.60	0.22
K. SERVICE TO OTHER MISSION PROGRAMS :		2.75	1.00	0.16
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 83

FROM TERRIT : 5

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 443

FROM TERRIT : 198

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 20

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 4

-LOCALLY ENGAGED : 5