

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	710	19.00	30.00	0.98
FROM TERRITORIES :	845	17.50	34.00	1.03
B. VISITS TO CLIENTS IN TERRITORY :	40	17.50	15.00	0.65
C. EXPORT/TRADE/POLICY FAIRS :	3	3.00	0.50	0.07
PROJECTS AND EVENTS MISSIONS :	3	1.00	1.00	0.04
CONFERENCE SEMINARS :	4	1.50	0.50	0.04
OTHER :	36	2.50	0.50	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.50	1.00	0.03
POST INITIATED :	7	3.00	4.00	0.14
E. COMMUNICATIONS ACTIVITIES :	12	9.50	1.00	0.21
F. INVESTMENT ENQUIRIES FROM CANADA :	3	2.50	0.50	0.06
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	2.50	0.00	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	21	4.50	3.50	0.16
HOST GOVERNMENT :	14	5.00	1.00	0.12
OTHER DEPARTMENT :	10	3.00	4.50	0.15
PROVINCES/MUNICIPALITIES :	12	5.00	3.00	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	1
FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	26
FROM TERRIT :	112
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	10
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	2