

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 : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	420	6.25	31.40	1.82
FROM TERRITORIES :	225	1.25	23.40	1.22
B.VISITS TO CLIENTS IN TERRITORY :	109	13.25	3.40	0.70
C.EXPORT/TRADE/POLICY FAIRS :	14	1.00	9.40	0.51
PROJECTS AND EVENTS MISSIONS :	2	0.00	5.00	0.25
CONFERENCE SEMINARS :	21	6.50	2.40	0.38
OTHER :	19	7.00	1.80	0.37
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.00	0.60	0.07
POST INITIATED :	36	12.50	3.20	0.66
E.COMMUNICATIONS ACTIVITIES :	3	2.00	0.00	0.08
F.INVESTMENT ENQUIRIES FROM CANADA :	8	0.50	1.40	0.09
FROM TERRITORIES :	110	3.50	14.00	0.84
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	10	1.00	0.00	0.04
CONNECTIONS ARRANGED :	10	0.75	0.00	0.03
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.75	0.00	0.23
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	58	4.00	0.00	0.16
HOST GOVERNMENT :	5	0.75	0.80	0.07
OTHER DEPARTMENT :	41	4.50	0.00	0.18
PROVINCES/MUNICIPALITIES :	8	2.50	0.20	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.00	0.00	0.84
LEAVE, PROFESSIONAL DEVELOP :		4.25	3.00	0.32
K.SERVICE TO OTHER MISSION PROGRAMS :		0.75	0.00	0.03
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 :	45
FROM TERRIT :	150
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	249
FROM TERRIT :	315
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	45
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	4
-LOCALLY ENGAGED :	5