

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	600	10.00	32.50	0.85
FROM TERRITORIES	680	19.50	27.50	0.94
B.VISITS TO CLIENTS IN TERRITORY	30	20.00	13.50	0.67
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	1	5.00	1.00	0.12
MISSIONS	1	20.00	2.50	0.45
CONFERENCE SEMINARS	3	2.50	0.50	0.06
OTHER	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	2	0.50	2.50	0.06
POST INITIATED	9	0.00	4.00	0.08
E.COMMUNICATIONS ACTIVITIES	23	6.50	0.00	0.13
F.INVESTMENT ENQUIRIES				
FROM CANADA	1	2.00	0.00	0.04
FROM TERRITORIES	2	0.50	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	5	1.00	2.50	0.07
HOST GOVERNMENT	2	1.00	1.00	0.04
OTHER DEPARTMENT	8	0.50	1.00	0.03
PROVINCES/MUNICIPALITIES	3	1.00	0.50	0.03
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		10.00	11.00	0.42
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	3
	FROM TERRIT	2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	33
	FROM TERRIT	22
NUMBER OF PEMD APPLICATIONS COMMENTED ON		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	2
	-LOCALLY ENGAGED	2