

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	834	13.25	37.60	2.41
FROM TERRITORIES :	277	11.75	15.00	1.22
B.VISITS TO CLIENTS IN TERRITORY :	53	1.75	8.20	0.48
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	2.25	4.60	0.32
MISSIONS :	15	6.00	11.20	0.80
CONFERENCE SEMINARS :	9	3.00	3.40	0.29
OTHER :	2	0.00	2.40	0.12
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	4.00	0.60	0.19
POST INITIATED :	7	4.50	0.40	0.20
E.COMMUNICATIONS ACTIVITIES :	19	8.00	1.20	0.38
F.INVESTMENT ENQUIRIES				
FROM CANADA :	12	6.75	0.80	0.31
FROM TERRITORIES :	5	1.50	1.60	0.14
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	5.25	0.40	0.23
CONNECTIONS ARRANGED :	17	2.25	1.40	0.16
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.25	1.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	5.50	0.00	0.22
HOST GOVERNMENT :	25	5.00	4.20	0.41
OTHER DEPARTMENT :	31	6.75	1.60	0.35
PROVINCES/MUNICIPALITIES :	12	2.75	1.40	0.18
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.50	0.60	0.17
LEAVE, PROFESSIONAL DEVELOP :		1.75	1.40	0.14
K.SERVICE TO OTHER MISSION PROGRAMS :		2.75	1.00	0.16
L.TOURISM PROGRAM ACTIVITIES :		0.50	0.00	0.02
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	44
	FROM TERRIT :	9
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	142
	FROM TERRIT :	78
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		17
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	5