

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	676	12.00	30.40	1.76
FROM TERRITORIES :	368	5.50	17.00	0.96
B.VISITS TO CLIENTS IN TERRITORY :	84	7.00	6.60	0.47
C.EXPORT/TRADE/POLICY FAIRS :	10	1.00	4.80	0.26
PROJECTS AND EVENTS MISSIONS :	5	3.50	8.80	0.51
CONFERENCE SEMINARS :	15	5.00	9.80	0.59
OTHER :	7	1.00	1.40	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.50	1.40	0.12
POST INITIATED :	15	2.50	2.60	0.18
E.COMMUNICATIONS ACTIVITIES :	9	2.00	1.00	0.09
F.INVESTMENT ENQUIRIES FROM CANADA :	23	4.00	1.00	0.13
FROM TERRITORIES :	32	4.50	0.60	0.12
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	9	1.00	2.40	0.14
CONNECTIONS ARRANGED :	14	0.50	2.60	0.14
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.40	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	8	0.50	0.20	0.02
HOST GOVERNMENT :	9	1.00	0.80	0.06
OTHER DEPARTMENT :	12	2.00	0.20	0.05
PROVINCES/MUNICIPALITIES :	23	4.00	1.40	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.50	0.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		11.00	6.60	0.55
K.SERVICE TO OTHER MISSION PROGRAMS :		8.50	0.00	0.17
L.TOURISM PROGRAM ACTIVITIES :		5.50	0.00	0.11
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	63
FROM TERRIT :	17
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	185
FROM TERRIT :	74

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	9
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	5