

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	438	6.00	21.50	0.98
FROM TERRITORIES :	250	6.00	10.25	0.53
B. VISITS TO CLIENTS IN TERRITORY :	35	2.50	6.75	0.32
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	10	0.00	3.75	0.15
MISSIONS :	5	1.00	20.25	0.83
CONFERENCE SEMINARS :	5	1.50	1.75	0.10
OTHER :	1	0.00	1.50	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	7	5.00	0.00	0.10
E. COMMUNICATIONS ACTIVITIES :	10	2.00	1.00	0.08
F. INVESTMENT ENQUIRIES FROM CANADA :	1	0.00	0.25	0.01
FROM TERRITORIES :	29	2.50	0.50	0.07
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	25	0.00	6.00	0.24
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.50	10.75	0.46
I. SERVICE REQUESTS FM GOV'T SOURCES :				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	1	1.00	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.50	0.00	0.23
LEAVE, PROFESSIONAL DEVELOP :		12.00	4.00	0.40
K. SERVICE TO OTHER MISSION PROGRAMS :		47.50	11.75	1.42
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 155
FROM TERRIT : 89

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4