

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	382	22.00	25.50	1.46
FROM TERRITORIES	199	5.00	14.50	0.68
B. VISITS TO CLIENTS IN TERRITORY	41	14.00	5.25	0.49
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	3	0.00	5.50	0.22
MISSIONS	3	0.00	7.75	0.31
OTHER	7	5.00	4.50	0.28
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	10	5.00	7.00	0.38
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	3	1.00	0.25	0.03
FROM TERRITORIES	12	4.00	0.25	0.09
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	10	0.00	5.00	0.20
CONNECTIONS ARRANGED	3	0.00	0.25	0.01
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	7	15.00	2.50	0.40
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	2	2.00	0.00	0.04
FROM OTHER GOV'T SOURCES- CONTACTS	34	7.00	6.50	0.40
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		9.50	0.00	0.19
LEAVE, PROFESSIONAL DEVELOP		4.00	15.25	0.69
J. SERVICE TO OTHER MISSION PROGRAMS		6.50	0.00	0.13
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 124
FROM TERRIT : 85

NUMBER OF PENDING APPLICATIONS COMMENTED ON: 4

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