

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	835	12.00	33.00	0.78
FROM TERRITORIES :	590	20.00	27.00	0.74
B.VISITS TO CLIENTS IN TERRITORY :	15	18.00	8.50	0.35
C.EXPORT/TRADE/POLICY FAIRS :	1	4.00	5.00	0.14
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	2.00	2.50	0.07
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.00	3.00	0.09
POST INITIATED :	2	3.00	5.00	0.13
E.COMMUNICATIONS ACTIVITIES :	30	7.00	1.50	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	1	3.00	0.50	0.04
FROM TERRITORIES :	1	0.00	0.50	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	2.00	1.00	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		10.00	2.00	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	12	2.00	3.00	0.08
HOST GOVERNMENT :	3	1.00	2.00	0.05
OTHER DEPARTMENT :	4	1.00	2.00	0.05
PROVINCES/MUNICIPALITIES :	3	1.00	2.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.50	0.11
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.00	0.03
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	2
FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	25
FROM TERRIT :	12
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2