

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1644	9.50	22.50	2.18
FROM TERRITORIES :	1632	5.25	18.75	1.71
B.VISITS TO CLIENTS IN TERRITORY :	195	8.75	9.00	1.07
C.EXPORT/TRADE/POLICY FAIRS :	15	0.50	15.37	1.25
PROJECTS AND EVENTS MISSIONS :	3	0.00	2.50	0.20
CONFERENCE SEMINARS :	5	2.50	0.00	0.10
OTHER :	75	3.75	12.25	1.13
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	36	3.75	2.75	0.37
POST INITIATED :	33	8.75	1.25	0.45
E.COMMUNICATIONS ACTIVITIES :	36	2.75	1.00	0.19
F.INVESTMENT ENQUIRIES FROM CANADA :	5	1.00	0.00	0.04
FROM TERRITORIES :	5	2.00	0.00	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		9.75	2.12	0.56
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.25	0.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	84	2.00	2.87	0.31
PROVINCES/MUNICIPALITIES :	224	2.75	4.00	0.43
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.75	1.50	0.99
LEAVE, PROFESSIONAL DEVELOP :		3.50	3.75	0.44
K.SERVICE TO OTHER MISSION PROGRAMS :		11.50	0.37	0.49
***** TOTALS *****		100.00	99.98	12.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 564
FROM TERRIT : 588

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 95

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 8