

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	500	14.00	32.50	0.79
FROM TERRITORIES :	580	20.00	29.00	0.78
B. VISITS TO CLIENTS IN TERRITORY :	10	15.00	12.50	0.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	3.00	0.06
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	3.00	4.00	0.11
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	3.00	0.08
POST INITIATED :	5	1.00	4.00	0.09
E. COMMUNICATIONS ACTIVITIES :	22	4.00	1.50	0.07
F. INVESTMENT ENQUIRIES FROM CANADA :	2	2.00	2.50	0.07
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.00	1.00	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	2.00	1.00	0.04
HOST GOVERNMENT :	3	2.00	1.50	0.05
OTHER DEPARTMENT :	7	1.00	1.50	0.04
PROVINCES/MUNICIPALITIES :	4	2.00	1.50	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		20.00	0.00	0.20
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.50	0.04
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 :	1
FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	11
FROM TERRIT :	20
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	6
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2