

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 340	0.50	31.60	1.60
FROM TERRITORIES	: 381	2.50	30.00	1.60
B.VISITS TO CLIENTS IN TERRITORY	: 77	10.25	6.20	0.72
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 3	0.50	4.20	0.23
MISSIONS	: 7	1.75	10.20	0.58
CONFERENCE SEMINARS	: 42	17.75	4.00	0.91
OTHER	: 5	0.50	3.00	0.17
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 1	2.50	0.00	0.10
POST INITIATED	: 17	4.25	6.40	0.49
E.COMMUNICATIONS ACTIVITIES	: 4	1.50	0.00	0.06
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 6	1.50	0.80	0.10
FROM TERRITORIES	: 28	8.75	3.00	0.50
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 3	0.25	0.00	0.01
CONNECTIONS ARRANGED	: 5	0.50	0.00	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 1.25	0.00		0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 38	3.75	0.00	0.15
HOST GOVERNMENT	: 1	1.25	0.00	0.05
OTHER DEPARTMENT	: 45	4.25	0.00	0.17
PROVINCES/MUNICIPALITIES	: 0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 30.25	0.60		1.24
LEAVE, PROFESSIONAL DEVELOP	: 6.25	0.00		0.25
K.SERVICE TO OTHER MISSION PROGRAMS	: 0.00	0.00		0.00
L.TOURISM PROGRAM ACTIVITIES	: 0.00	0.00		0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 0
	FROM TERRIT	: 0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 0
	FROM TERRIT	: 0
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 0
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED	: 4
	- LOCALLY ENGAGED	: 5