

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	477	5.33	25.16	1.67
FROM TERRITORIES :	283	2.66	8.83	0.61
B. VISITS TO CLIENTS IN TERRITORY :	65	1.66	6.83	0.46
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	1.66	2.66	0.21
MISSIONS :	7	2.66	1.33	0.16
CONFERENCE SEMINARS :	6	4.00	3.00	0.30
OTHER :	7	0.66	1.83	0.13
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	8	3.33	0.00	0.10
E. COMMUNICATIONS ACTIVITIES :	5	1.00	0.66	0.07
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	0.83	0.05
FROM TERRITORIES :	24	2.00	0.33	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	1.66	0.10
CONNECTIONS ARRANGED :	2	0.00	1.66	0.10
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.33	6.00	0.52
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.66	0.00	0.05
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	5	1.66	0.00	0.05
PROVINCES/MUNICIPALITIES :	2	4.33	0.50	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		12.00	5.33	0.68
K. SERVICE TO OTHER MISSION PROGRAMS :		6.66	0.00	0.20
L. TOURISM PROGRAM ACTIVITIES :		33.33	33.33	3.00
***** TOTALS *****		99.93	99.94	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 146
FROM TERRIT : 41

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 6