

20/10/93

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1993

POST	:	KINGSTON	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	:	550	13.00	32.50	0.78
	FROM TERRITORIES	:	610	22.00	27.50	0.77
B. VISITS TO CLIENTS IN TERRITORY	:		15	40.00	12.50	0.65
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	:	1	5.00	10.00	0.25
	MISSIONS	:	0	0.00	0.00	0.00
	CONFERENCE SEMINARS	:	2	2.00	6.00	0.14
	OTHER	:	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	:	3	1.00	2.50	0.06
	POST INITIATED	:	5	0.00	3.50	0.07
E. COMMUNICATIONS ACTIVITIES	:		20	5.00	0.00	0.05
F. INVESTMENT ENQUIRIES	FROM CANADA	:	1	4.00	0.00	0.04
	FROM TERRITORIES	:	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	:		1	0.00	0.50	0.01
	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	:	5	2.00	1.00	0.04
	HOST GOVERNMENT	:	2	2.00	1.50	0.05
	OTHER DEPARTMENT	:	8	1.00	1.00	0.03
	PROVINCES/MUNICIPALITIES	:	2	2.00	1.00	0.04
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	:		0.00	0.00	0.00
	LEAVE, PROFESSIONAL DEVELOP	:		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS	:			1.00	0.50	0.02
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	:			3	
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	:			20	
	FROM TERRIT	:			25	
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:				5	
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	:			1	
	-LOCALLY ENGAGED	:			2	