

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	345	29.00	35.00	0.99
FROM TERRITORIES :	293	11.00	30.50	0.72
B. VISITS TO CLIENTS IN TERRITORY VISITS :	56	15.00	9.00	0.33
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	2.00	5.00	0.12
OTHER :	1	1.00	1.00	0.03
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	3	2.00	1.50	0.05
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	4	2.00	0.00	0.02
FROM TERRITORIES :	3	0.00	0.50	0.01
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA :	1	25.00	0.00	0.25
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	10	3.00	1.00	0.05
FROM OTHER GOV'T SOURCES- CONTACTS :	20	1.00	2.00	0.05
- REPORTS :	17	1.00	1.00	0.03
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		3.00	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP :		5.00	13.50	0.32
J. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2