

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	347	20.00	38.00	0.96
FROM TERRITORIES :	341	20.00	34.50	0.89
B. VISITS TO CLIENTS IN TERRITORY :	62	15.00	7.00	0.29
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	1.00	0.50	0.02
MISSIONS :	7	1.00	0.50	0.02
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	12	2.00	0.50	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.00	4.00	0.10
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	2.00	1.00	0.04
FROM TERRITORIES :	4	3.00	0.50	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	5.50	0.13
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	18	3.00	5.00	0.13
HOST GOVERNMENT :	4	6.00	2.50	0.11
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.50	0.01
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.03
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 23
FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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