

TRADE TRACKING SYSTEM

91/03/25

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 601	20.00	30.00	1.00
FROM TERRITORIES	: 612	10.00	35.50	0.91
B. VISITS TO CLIENTS IN TERRITORY	: 111	10.00	7.00	0.34
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 4	1.00	0.50	0.03
MISSIONS	: 2	1.00	0.50	0.03
CONFERENCE SEMINARS	: 7	1.00	0.50	0.03
OTHER	: 29	1.00	0.50	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 2	0.00	0.00	0.00
POST INITIATED	: 7	10.00	4.00	0.28
E. COMMUNICATIONS ACTIVITIES	: 10	5.00	2.00	0.14
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 11	1.00	0.50	0.03
FROM TERRITORIES	: 13	1.00	1.00	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 2	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 13	4.00	5.00	0.18
HOST GOVERNMENT	: 17	1.00	1.50	0.05
OTHER DEPARTMENT	: 12	3.00	6.50	0.19
PROVINCES/MUNICIPALITIES	: 9	4.00	2.50	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 20.00	1.00	0.42	
LEAVE, PROFESSIONAL DEVELOP	: 7.00	1.50	0.17	
K. SERVICE TO OTHER MISSION PROGRAMS	: 0.00	0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 24  
FROM TERRIT : 120

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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