

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	382	22.00	25.50	1.46
FROM TERRITORIES	199	5.00	14.50	0.68
B. VISITS TO CLIENTS IN TERRITORY VISITS	41	14.00	5.25	0.49
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	3	0.00	5.50	0.22
MISSIONS	3	0.00	7.75	0.31
OTHER	7	5.00	4.50	0.28
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	10	5.00	7.00	0.38
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	3	1.00	0.25	0.03
FROM TERRITORIES	12	4.00	0.25	0.09
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	10	0.00	5.00	0.20
CONNECTIONS ARRANGED	3	0.00	0.25	0.01
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	7	15.00	2.50	0.40
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	2	2.00	0.00	0.04
FROM OTHER GOV'T SOURCES- CONTACTS	34	7.00	6.50	0.40
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		9.50	0.00	0.19
LEAVE, PROFESSIONAL DEVELOP		4.00	15.25	0.69
J. SERVICE TO OTHER MISSION PROGRAMS		6.50	0.00	0.13
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 124
FROM TERRIT : 85

NUMBER OF PENDING APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4