

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	403	7.50	25.50	1.17
FROM TERRITORIES :	252	4.50	14.75	0.68
B.VISITS TO CLIENTS IN TERRITORY :	47	7.00	7.00	0.42
C.EXPORT/TRADE/POLICY FAIRS :	9	0.00	7.25	0.29
PROJECTS AND EVENTS MISSIONS :	8	5.00	8.25	0.43
CONFERENCE SEMINARS :	5	2.00	2.00	0.12
OTHER :	4	0.00	2.50	0.10
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	7	5.00	0.00	0.10
E.COMMUNICATIONS ACTIVITIES :	13	4.00	2.50	0.18
F.INVESTMENT ENQUIRIES FROM CANADA :	7	2.00	0.25	0.05
FROM TERRITORIES :	28	5.00	0.75	0.13
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	9	0.00	3.25	0.13
CONNECTIONS ARRANGED :	6	0.00	4.50	0.18
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		10.00	10.75	0.63
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.75	0.03
OTHER DEPARTMENT :	14	8.00	0.00	0.16
PROVINCES/MUNICIPALITIES :	22	14.50	1.00	0.33
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.50	0.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		8.00	9.00	0.52
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.08
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 214
FROM TERRIT : 66

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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