

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	570	20.00	30.00	1.00
FROM TERRITORIES :	552	10.00	35.50	0.91
B.VISITS TO CLIENTS IN TERRITORY :	141	10.00	7.00	0.34
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	3	1.00	0.50	0.03
MISSIONS :	4	1.00	0.50	0.03
CONFERENCE SEMINARS :	4	1.00	0.50	0.03
OTHER :	26	1.00	0.50	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	7	10.00	4.00	0.28
E.COMMUNICATIONS ACTIVITIES :	5	5.00	2.00	0.14
F.INVESTMENT ENQUIRIES FROM CANADA :	8	1.00	0.50	0.03
FROM TERRITORIES :	14	1.00	1.00	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	120	4.00	5.00	0.18
HOST GOVERNMENT :	12	1.00	1.50	0.05
OTHER DEPARTMENT :	15	3.00	6.50	0.19
PROVINCES/MUNICIPALITIES :	10	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
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 31  
FROM TERRIT : 82

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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