

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	532	10.50	29.80	1.70
FROM TERRITORIES :	587	7.50	13.20	0.81
B.VISITS TO CLIENTS IN TERRITORY :	92	6.00	7.00	0.47
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	3.00	3.40	0.23
MISSIONS :	8	3.50	21.60	1.15
CONFERENCE SEMINARS :	14	4.50	4.60	0.32
OTHER :	2	1.00	1.20	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	3.50	0.20	0.08
POST INITIATED :	28	5.50	3.60	0.29
E.COMMUNICATIONS ACTIVITIES :	5	4.00	0.00	0.08
F.INVESTMENT ENQUIRIES				
FROM CANADA :	18	2.50	1.80	0.14
FROM TERRITORIES :	27	3.50	0.80	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	2.00	0.10
CONNECTIONS ARRANGED :	10	0.00	2.40	0.12
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		20.00	4.00	0.60
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	15	1.50	0.40	0.05
OTHER DEPARTMENT :	9	1.00	0.60	0.05
PROVINCES/MUNICIPALITIES :	22	2.50	0.60	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.50	0.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.40	0.12
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.40	0.08
L.TOURISM PROGRAM ACTIVITIES :		2.50	0.00	0.05
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 37

FROM TERRIT : 26

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 196

FROM TERRIT : 89

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 23

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 5