

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	345	29.00	35.00	0.99
FROM TERRITORIES	293	11.00	30.50	0.72
B. VISITS TO CLIENTS IN TERRITORY VISITS	56	15.00	9.00	0.33
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	1	2.00	5.00	0.12
OTHER	1	1.00	1.00	0.03
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	3	2.00	1.50	0.05
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	4	2.00	0.00	0.02
FROM TERRITORIES	3	0.00	0.50	0.01
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	1	25.00	0.00	0.25
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	10	3.00	1.00	0.05
FROM OTHER GOV'T SOURCES- CONTACTS	20	1.00	2.00	0.05
- REPORTS	17	1.00	1.00	0.03
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		3.00	0.00	0.03
LEAVE, PROFESSIONAL DEVELOP		5.00	13.50	0.32
J. SERVICE TO OTHER MISSION PROGRAMS		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2