

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	605	5.00	18.14	1.52
FROM TERRITORIES :	808	8.40	24.28	2.12
B. VISITS TO CLIENTS IN TERRITORY :	146	10.40	9.71	1.20
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	29	8.60	17.14	1.63
MISSIONS :	3	2.00	1.85	0.23
CONFERENCE SEMINARS :	34	8.00	5.57	0.79
OTHER :	39	7.60	1.28	0.47
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	0.42	0.03
POST INITIATED :	19	3.00	1.14	0.23
E. COMMUNICATIONS ACTIVITIES :	11	2.80	0.00	0.14
F. INVESTMENT ENQUIRIES				
FROM CANADA :	104	3.00	1.28	0.24
FROM TERRITORIES :	58	1.40	4.14	0.36
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	6	1.40	0.28	0.09
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	3.42	0.44
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	28	4.20	0.00	0.21
HOST GOVERNMENT :	6	0.40	0.00	0.02
OTHER DEPARTMENT :	29	2.00	0.14	0.11
PROVINCES/MUNICIPALITIES :	27	2.00	0.14	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.40	1.42	0.82
LEAVE, PROFESSIONAL DEVELOP :		7.40	9.57	1.04
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.20
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.92	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 296

FROM TERRIT : 334

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 0

FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 61

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 5

-LOCALLY ENGAGED : 7