

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	288	12.50	18.00	0.97
FROM TERRITORIES	206	6.00	11.00	0.56
B. VISITS TO CLIENTS IN TERRITORY	68	7.00	5.75	0.37
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	4	5.50	1.25	0.16
MISSIONS	12	10.00	13.50	0.74
OTHER	3	3.50	0.75	0.10
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	5	2.50	3.75	0.20
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	11	4.00	0.25	0.09
FROM TERRITORIES	31	5.00	0.50	0.12
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	15	1.00	0.50	0.04
CONNECTIONS ARRANGED	1	0.00	0.25	0.01
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	3	4.50	3.75	0.24
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	4	3.50	0.00	0.07
FROM OTHER GOV'T SOURCES- CONTACTS	91	14.00	5.50	0.50
- REPORTS	3	2.50	0.00	0.05
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		13.50	0.00	0.27
LEAVE, PROFESSIONAL DEVELOP		0.00	35.25	1.41
J. SERVICE TO OTHER MISSION PROGRAMS		5.00	0.00	0.10
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 288
FROM TERRIT : 103

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

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