

02/06/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	700	10.00	30.50	0.71
FROM TERRITORIES :	850	10.00	27.50	0.65
B. VISITS TO CLIENTS IN TERRITORY :	75	10.00	5.00	0.20
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	3.00	1.50	0.06
MISSIONS :	7	2.00	1.00	0.04
CONFERENCE SEMINARS :	4	2.00	1.00	0.04
OTHER :	30	2.00	1.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	1.00	0.02
POST INITIATED :	10	5.00	5.00	0.15
E. COMMUNICATIONS ACTIVITIES :	12	5.00	4.00	0.13
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	2.00	1.00	0.04
FROM TERRITORIES :	20	3.00	1.50	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	30	7.00	4.00	0.15
HOST GOVERNMENT :	30	3.00	2.50	0.08
OTHER DEPARTMENT :	12	8.00	5.00	0.18
PROVINCES/MUNICIPALITIES :	12	8.00	4.00	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	2.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		9.00	2.00	0.13
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.50	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	4
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	24
	FROM TERRIT :	1
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2