

21/02/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
	-----	-----	-----	-----
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	794	15.00	34.50	0.84
FROM TERRITORIES :	550	20.00	35.00	0.90
B.VISITS TO CLIENTS IN TERRITORY :	14	15.00	7.00	0.29
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	2.00	2.50	0.07
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	4.00	3.50	0.11
POST INITIATED :	1	1.00	1.00	0.03
E.COMMUNICATIONS ACTIVITIES :	20	8.00	1.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	1	3.00	0.50	0.04
FROM TERRITORIES :	2	0.00	0.50	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	2.00	1.00	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		9.00	2.00	0.13
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	5.00	3.50	0.12
HOST GOVERNMENT :	2	2.00	2.50	0.07
OTHER DEPARTMENT :	3	2.00	2.00	0.06
PROVINCES/MUNICIPALITIES :	3	1.00	2.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.50	0.11
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.00	0.03
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 :	2
	FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	27
	FROM TERRIT :	12
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2