

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 902	14.00	19.12	1.81
FROM TERRITORIES	: 307	5.00	8.37	0.77
B. VISITS TO CLIENTS IN TERRITORY	: 65	3.50	2.12	0.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 9	1.00	2.25	0.20
MISSIONS	: 11	4.50	11.62	1.02
CONFERENCE SEMINARS	: 12	5.50	4.62	0.48
OTHER	: 7	1.50	2.50	0.23
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 4	4.00	0.25	0.10
POST INITIATED	: 7	6.00	1.37	0.23
E. COMMUNICATIONS ACTIVITIES	: 8	3.50	0.12	0.08
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 27	3.50	0.62	0.12
FROM TERRITORIES	: 43	1.50	0.25	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 15	0.50	2.50	0.21
CONNECTIONS ARRANGED	: 30	0.00	1.75	0.14
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 2.00	1.87		0.19
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 8	0.50	0.25	0.03
OTHER DEPARTMENT	: 13	1.50	0.37	0.06
PROVINCES/MUNICIPALITIES	: 36	8.00	0.37	0.19
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	: 15.00	0.00		0.30
LEAVE, PROFESSIONAL DEVELOP	: 1.00	2.00		0.18
K. SERVICE TO OTHER MISSION PROGRAMS	: 13.00	0.12		0.27
L. TOURISM PROGRAM ACTIVITIES	: 5.00	37.50		3.10
***** TOTALS *****		100.00	99.94	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 48
	FROM TERRIT	: 45
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 523
	FROM TERRIT	: 286
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 10
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2
	-LOCALLY ENGAGED	: 8