

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	235	10.50	24.75	1.20
FROM TERRITORIES	139	6.00	17.50	0.82
B. VISITS TO CLIENTS IN TERRITORY VISITS	93	8.00	13.25	0.69
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	2	5.00	0.00	0.10
OTHER	4	2.00	1.00	0.08
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	15	7.50	2.75	0.26
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	3	0.00	0.50	0.02
FROM TERRITORIES	14	4.00	0.50	0.10
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	20	0.00	2.50	0.10
CONNECTIONS ARRANGED	20	0.00	2.75	0.11
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	4	15.00	0.00	0.30
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	5	1.00	0.50	0.04
FROM OTHER GOV'T SOURCES- CONTACTS	40	3.50	3.00	0.19
- REPORTS	1	0.00	0.50	0.02
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		8.50	0.00	0.17
LEAVE, PROFESSIONAL DEVELOP		19.50	30.50	1.61
J. SERVICE TO OTHER MISSION PROGRAMS		9.50	0.00	0.19
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 54
FROM TERRIT : 132

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

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