

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES : FROM CANADA :	601	10.50	19.87	1.80
FROM TERRITORIES :	389	3.50	4.12	0.40
B. VISITS TO CLIENTS IN TERRITORY :	116	10.00	5.00	0.60
C. EXPORT/TRADE/POLICY FAIRS :	13	4.00	4.87	0.47
PROJECTS AND EVENTS MISSIONS :	9	3.50	15.25	1.29
CONFERENCE SEMINARS :	8	2.50	1.50	0.17
OTHER :	2	1.00	0.75	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	3.50	0.12	0.08
POST INITIATED :	22	4.00	2.12	0.25
E. COMMUNICATIONS ACTIVITIES :	6	4.50	0.00	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	5	0.50	0.37	0.04
FROM TERRITORIES :	4	0.50	0.37	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	12	0.00	2.50	0.20
CONNECTIONS ARRANGED :	5	0.00	1.00	0.08
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		21.50	3.12	0.68
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.50	0.12	0.02
OTHER DEPARTMENT :	5	0.50	0.25	0.03
PROVINCES/MUNICIPALITIES :	27	3.00	0.62	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.50	0.00	0.35
LEAVE, PROFESSIONAL DEVELOP :		1.50	0.00	0.03
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.50	0.14
L. TOURISM PROGRAM ACTIVITIES :		2.50	37.50	3.05
***** TOTALS *****		100.00	99.95	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 5

FROM TERRIT : 8

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 111

FROM TERRIT : 37

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 7

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 8