

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	410	9.50	33.40	1.86
FROM TERRITORIES :	260	7.00	16.20	0.95
B. VISITS TO CLIENTS IN TERRITORY :	58	6.50	13.40	0.80
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	3.00	4.40	0.28
MISSIONS :	11	0.00	17.00	0.85
CONFERENCE SEMINARS :	4	5.00	1.20	0.16
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	0.80	0.04
POST INITIATED :	17	6.50	2.00	0.23
E. COMMUNICATIONS ACTIVITIES :	3	0.00	0.40	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	13	10.50	2.40	0.33
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	9	0.00	0.60	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		10.50	0.40	0.23
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	3.00	0.20	0.07
HOST GOVERNMENT :	1	0.00	0.20	0.01
OTHER DEPARTMENT :	10	6.00	1.40	0.19
PROVINCES/MUNICIPALITIES :	22	13.50	2.80	0.41
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		11.00	0.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		2.00	1.40	0.11
K. SERVICE TO OTHER MISSION PROGRAMS :		6.00	1.80	0.21
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	59
	FROM TERRIT :	18
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	269
	FROM TERRIT :	54
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	12
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	5