

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	389	20.00	36.00	0.92
FROM TERRITORIES :	367	10.00	33.50	0.77
B. VISITS TO CLIENTS IN TERRITORY :	74	10.00	6.00	0.22
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	1.00	0.50	0.02
MISSIONS :	4	1.00	0.50	0.02
CONFERENCE SEMINARS :	3	1.00	0.50	0.02
OTHER :	17	1.00	0.50	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	5.00	1.50	0.08
POST INITIATED :	9	5.00	2.00	0.09
E. COMMUNICATIONS ACTIVITIES :	7	5.00	2.00	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	10	1.00	0.50	0.02
FROM TERRITORIES :	11	1.00	1.00	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	4.00	3.00	0.10
HOST GOVERNMENT :	9	4.00	2.00	0.08
OTHER DEPARTMENT :	8	4.00	5.00	0.14
PROVINCES/MUNICIPALITIES :	5	4.00	2.00	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	1.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.50	0.03
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.03
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 18  
FROM TERRIT : 54

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 2