

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	610	10.00	34.00	0.88
FROM TERRITORIES :	700	20.00	29.00	0.98
B. VISITS TO CLIENTS IN TERRITORY :	49	20.00	16.00	0.72
C. EXPORT/TRADE/POLICY FAIRS :	2	2.00	2.50	0.09
PROJECTS AND EVENTS MISSIONS :	1	2.00	3.50	0.11
CONFERENCE SEMINARS :	3	5.00	3.50	0.17
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	2.50	0.07
POST INITIATED :	8	0.50	2.00	0.05
E. COMMUNICATIONS ACTIVITIES :	8	12.50	1.00	0.27
F. INVESTMENT ENQUIRIES FROM CANADA :	1	2.00	0.50	0.05
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.50	0.50	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	1.00	2.50	0.07
HOST GOVERNMENT :	3	1.00	1.00	0.04
OTHER DEPARTMENT :	5	1.00	0.50	0.03
PROVINCES/MUNICIPALITIES :	8	0.50	0.50	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		20.00	0.50	0.41
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 3

FROM TERRIT : 1

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 70

FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 1

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 2