

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	482	20.00	35.00	0.90
FROM TERRITORIES :	456	10.00	32.50	0.75
B. VISITS TO CLIENTS IN TERRITORY :	103	10.00	7.00	0.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	1.00	0.50	0.02
MISSIONS :	5	1.00	0.50	0.02
CONFERENCE SEMINARS :	3	1.00	0.50	0.02
OTHER :	22	1.00	0.50	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	5.00	1.50	0.08
POST INITIATED :	12	5.00	2.00	0.09
E. COMMUNICATIONS ACTIVITIES :	8	5.00	2.00	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	12	1.00	0.50	0.02
FROM TERRITORIES :	13	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 :		4.00	1.00	0.06
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	10	0.00	3.00	0.06
HOST GOVERNMENT :	11	0.00	2.00	0.04
OTHER DEPARTMENT :	14	4.00	5.00	0.14
PROVINCES/MUNICIPALITIES :	8	4.00	3.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	1.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		4.00	1.50	0.07
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 : 28  
FROM TERRIT : 69

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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