

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	404	8.00	32.00	1.44
FROM TERRITORIES :	230	5.00	11.75	0.57
B.VISITS TO CLIENTS IN TERRITORY :	61	10.50	10.00	0.61
C.EXPORT/TRADE/POLICY FAIRS :	6	0.00	5.25	0.21
PROJECTS AND EVENTS MISSIONS :	3	0.00	11.25	0.45
CONFERENCE SEMINARS :	4	5.00	0.50	0.12
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	6	2.50	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	12	6.50	1.75	0.20
F.INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.50	0.04
FROM TERRITORIES :	22	5.00	0.25	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.50	5.25	0.24
CONNECTIONS ARRANGED :	2	0.00	1.00	0.04
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	5.50	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	9	5.00	0.50	0.12
PROVINCES/MUNICIPALITIES :	21	12.50	0.50	0.27
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.00	0.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		13.50	14.00	0.83
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.14
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 138  
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 29

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4