

29/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 685	20.00	27.50	0.95
	FROM TERRITORIES : 820	22.00	30.50	1.05
B. VISITS TO CLIENTS IN TERRITORY	: 70	7.50	5.00	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 4	1.50	1.50	0.06
	MISSIONS : 7	1.00	1.00	0.04
	CONFERENCE SEMINARS : 4	1.00	1.00	0.04
	OTHER : 30	1.00	1.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 4	2.50	1.00	0.07
	POST INITIATED : 10	5.00	5.00	0.20
E. COMMUNICATIONS ACTIVITIES	: 12	2.50	4.00	0.13
F. INVESTMENT ENQUIRIES	FROM CANADA : 10	1.00	1.00	0.04
	FROM TERRITORIES : 20	1.50	1.50	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 6	0.00	0.00	0.00
	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 : 30	4.00	4.00	0.16
	HOST GOVERNMENT : 30	1.50	2.50	0.08
	OTHER DEPARTMENT : 12	4.00	5.00	0.18
	PROVINCES/MUNICIPALITIES : 12	4.00	4.00	0.16
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 15.00	2.00	0.34	
	LEAVE, PROFESSIONAL DEVELOP : 4.50	2.00	0.13	
K. SERVICE TO OTHER MISSION PROGRAMS	: :	0.50	0.50	0.02
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 :	4
	FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	33
	FROM TERRIT :	58
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	10
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2