

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	333	3.20	24.00	1.84
FROM TERRITORIES :	408	2.60	17.57	1.36
B.VISITS TO CLIENTS IN TERRITORY :	113	8.80	6.71	0.91
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	18	6.20	13.57	1.26
MISSIONS :	5	0.20	5.00	0.36
CONFERENCE SEMINARS :	14	8.20	5.14	0.77
OTHER :	22	11.60	6.85	1.06
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.40	0.28	0.04
POST INITIATED :	18	4.40	0.42	0.25
E.COMMUNICATIONS ACTIVITIES :	5	2.20	0.00	0.11
F.INVESTMENT ENQUIRIES FROM CANADA :	27	2.80	1.42	0.24
FROM TERRITORIES :	154	2.40	5.71	0.52
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.40	0.00	0.02
CONNECTIONS ARRANGED :	1	0.40	0.00	0.02
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.80	0.00	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	39	3.00	0.00	0.15
HOST GOVERNMENT :	12	1.80	0.00	0.09
OTHER DEPARTMENT :	38	3.20	0.71	0.21
PROVINCES/MUNICIPALITIES :	31	6.00	1.71	0.42
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		22.60	0.71	1.18
LEAVE, PROFESSIONAL DEVELOP :		6.60	10.14	1.04
K.SERVICE TO OTHER MISSION PROGRAMS :		0.20	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 76

FROM TERRIT : 54

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 209

FROM TERRIT : 432

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 42

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 5

-LOCALLY ENGAGED : 7