

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	414	7.40	19.42	1.73
FROM TERRITORIES :	507	9.80	16.85	1.67
B. VISITS TO CLIENTS IN TERRITORY :	135	14.60	10.71	1.48
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	18	2.60	8.57	0.73
MISSIONS :	4	0.00	5.71	0.40
CONFERENCE SEMINARS :	21	5.20	4.28	0.56
OTHER :	42	6.40	4.14	0.61
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	1.00	1.42	0.15
POST INITIATED :	32	8.40	1.42	0.52
E. COMMUNICATIONS ACTIVITIES :	7	1.40	0.00	0.07
F. INVESTMENT ENQUIRIES				
FROM CANADA :	11	3.20	1.42	0.26
FROM TERRITORIES :	74	3.20	9.14	0.80
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.80	10.85	0.85
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	1.60	0.00	0.08
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	27	3.20	0.00	0.16
PROVINCES/MUNICIPALITIES :	15	1.80	0.00	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		17.00	0.00	0.85
LEAVE, PROFESSIONAL DEVELOP :		8.40	6.00	0.84
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.15
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	12.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 271
FROM TERRIT : 233

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 91

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 7