

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	596	1.80	19.57	1.46
FROM TERRITORIES :	744	10.00	22.28	2.06
B. VISITS TO CLIENTS IN TERRITORY :	99	6.40	5.71	0.72
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	13	7.00	13.28	1.28
MISSIONS :	4	4.00	2.85	0.40
CONFERENCE SEMINARS :	22	10.20	5.14	0.87
OTHER :	22	2.00	2.42	0.27
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.00	0.05
POST INITIATED :	9	4.00	0.00	0.20
E. COMMUNICATIONS ACTIVITIES :	13	4.00	0.00	0.20
F. INVESTMENT ENQUIRIES FROM CANADA :	51	4.00	1.42	0.30
FROM TERRITORIES :	76	2.00	7.14	0.60
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	9	1.60	0.28	0.10
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.85	0.55
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	28	3.60	0.00	0.18
HOST GOVERNMENT :	3	0.00	0.00	0.00
OTHER DEPARTMENT :	29	2.00	0.28	0.12
PROVINCES/MUNICIPALITIES :	21	2.60	0.14	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.40	6.14	1.35
LEAVE, PROFESSIONAL DEVELOP :		12.40	5.42	1.00
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	99.92	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	70
	FROM TERRIT :	37
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	284
	FROM TERRIT :	471
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		41
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	5
	-LOCALLY ENGAGED :	7