

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	641	19.00	29.00	0.96
FROM TERRITORIES :	762	11.00	36.50	0.95
B. VISITS TO CLIENTS IN TERRITORY :	68	9.00	7.00	0.32
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	2.00	0.50	0.05
MISSIONS :	5	1.00	0.50	0.03
CONFERENCE SEMINARS :	3	1.00	0.50	0.03
OTHER :	29	0.50	0.50	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.02
POST INITIATED :	8	9.50	3.00	0.25
E. COMMUNICATIONS ACTIVITIES :	11	4.50	3.00	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA :	11	1.50	0.50	0.04
FROM TERRITORIES :	18	1.00	1.00	0.04
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 :	23	3.50	4.50	0.16
HOST GOVERNMENT :	23	1.50	2.00	0.07
OTHER DEPARTMENT :	9	2.50	6.00	0.17
PROVINCES/MUNICIPALITIES :	9	4.50	3.00	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		19.00	0.50	0.39
LEAVE, PROFESSIONAL DEVELOP :		8.00	2.00	0.20
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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 : 35  
 FROM TERRIT : 141  
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 0  
 FROM TERRIT : 0  
 NUMBER OF PEMD APPLICATIONS COMMENTED ON : 7  
 NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2  
 -LOCALLY ENGAGED : 2