

02/06/92

TSRPT02E

TRADE TRACKING SYSTEM

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

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	643	5.00	18.14	1.37
FROM CANADA :	627	4.00	16.28	1.22
FROM TERRITORIES :				
B. VISITS TO CLIENTS IN TERRITORY	79	3.50	5.42	0.45
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.00	1.14	0.08
MISSIONS :	18	5.50	19.14	1.45
CONFERENCE SEMINARS :	27	11.50	2.28	0.39
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	8	4.00	0.28	0.10
POST INITIATED :	5	3.50	0.00	0.07
E. COMMUNICATIONS ACTIVITIES	8	6.00	0.00	0.12
F. INVESTMENT ENQUIRIES				
FROM CANADA :	18	4.50	0.00	0.09
FROM TERRITORIES :	29	5.50	0.00	0.11
G. TECHNOLOGY INFLOW PROGRAM ENQR'S				
FRM CANADA :	5	0.00	0.71	0.05
CONNECTIONS ARRANGED :	3	0.00	1.42	0.10
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST		6.00	2.14	0.27
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	14	4.00	0.57	0.12
OTHER DEPARTMENT :	19	3.50	0.42	0.10
PROVINCES/MUNICIPALITIES :	26	6.00	2.00	0.26
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		15.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		3.00	2.85	0.26
K. SERVICE TO OTHER MISSION PROGRAMS		4.50	0.00	0.09
L. TOURISM PROGRAM ACTIVITIES		5.00	27.14	2.00
***** TOTALS *****		100.00	99.93	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	32
	FROM TERRIT :	16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	304
	FROM TERRIT :	216
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	7
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	7