

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	352	5.50	23.75	1.06
FROM TERRITORIES :	249	5.00	12.50	0.60
B.VISITS TO CLIENTS IN TERRITORY :	61	9.00	9.00	0.54
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	0.00	5.25	0.21
MISSIONS :	11	9.00	23.00	1.10
CONFERENCE SEMINARS :	4	4.50	0.25	0.10
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	5	6.00	0.00	0.12
E.COMMUNICATIONS ACTIVITIES :	4	1.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	29	1.50	0.00	0.03
FROM TERRITORIES :	21	6.50	1.25	0.18
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	5.00	0.20
CONNECTIONS ARRANGED :	2	0.00	0.50	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.00	4.50	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	6	1.50	0.50	0.05
PROVINCES/MUNICIPALITIES :	25	11.00	0.75	0.25
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		5.50	13.75	0.66
K.SERVICE TO OTHER MISSION PROGRAMS :		22.00	0.00	0.44
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 164
FROM TERRIT : 66

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4