

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	447	25.00	36.40	2.32
FROM TERRITORIES :	285	9.50	19.40	1.16
B.VISITS TO CLIENTS IN TERRITORY :	37	2.00	6.60	0.37
C.EXPORT/TRADE/POLICY FAIRS :	9	4.50	1.40	0.16
PROJECTS AND EVENTS MISSIONS :	10	4.50	12.00	0.69
CONFERENCE SEMINARS :	8	0.50	2.40	0.13
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	0.20	0.01
POST INITIATED :	2	2.50	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	35	0.00	4.80	0.24
F.INVESTMENT ENQUIRIES FROM CANADA :	1	1.00	0.80	0.06
FROM TERRITORIES :	5	1.00	1.80	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	2.50	1.00	0.10
CONNECTIONS ARRANGED :	26	5.50	2.00	0.21
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	2.00	0.00	0.04
HOST GOVERNMENT :	11	10.00	0.60	0.23
OTHER DEPARTMENT :	27	12.00	0.80	0.28
PROVINCES/MUNICIPALITIES :	21	6.00	1.60	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.20	0.01
LEAVE, PROFESSIONAL DEVELOP :		2.50	7.40	0.42
K.SERVICE TO OTHER MISSION PROGRAMS :		9.00	0.60	0.21
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	11
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	1
FROM TERRIT :	24
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	66
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	5