

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	518	20.00	36.50	1.13
FROM TERRITORIES :	502	12.00	32.50	0.89
B.VISITS TO CLIENTS IN TERRITORY :	116	11.00	6.00	0.34
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	1.00	0.50	0.03
MISSIONS :	6	1.00	0.50	0.03
CONFERENCE SEMINARS :	4	1.00	0.50	0.03
OTHER :	21	1.00	0.50	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	5.00	1.50	0.13
POST INITIATED :	11	5.00	1.50	0.13
E.COMMUNICATIONS ACTIVITIES :	8	5.00	2.00	0.14
F.INVESTMENT ENQUIRIES				
FROM CANADA :	12	1.00	0.50	0.03
FROM TERRITORIES :	13	1.00	1.00	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	1.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	10	0.00	3.50	0.07
HOST GOVERNMENT :	11	0.00	2.00	0.04
OTHER DEPARTMENT :	14	4.00	5.00	0.18
PROVINCES/MUNICIPALITIES :	8	4.00	2.50	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	1.00	0.42
LEAVE, PROFESSIONAL DEVELOP :		4.00	1.50	0.11
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 37
FROM TERRIT : 72

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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