

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	380	9.33	42.50	1.98
FROM TERRITORIES	357	10.66	13.75	0.87
B. VISITS TO CLIENTS IN TERRITORY VISITS	176	13.33	9.75	0.79
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	8	0.00	6.75	0.27
MISSIONS	7	0.66	14.00	0.58
OTHER	13	6.33	0.50	0.21
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	14	3.33	1.75	0.17
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	7	0.66	0.50	0.04
FROM TERRITORIES	13	1.66	0.50	0.07
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	29	0.00	1.00	0.04
CONNECTIONS ARRANGED	12	0.00	1.25	0.05
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	7	13.66	0.25	0.42
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	25	6.00	1.25	0.23
FROM OTHER GOV'T SOURCES- CONTACTS	46	1.66	1.75	0.12
- REPORTS	24	6.33	0.00	0.19
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		14.00	0.00	0.42
LEAVE, PROFESSIONAL DEVELOP		7.33	3.50	0.36
J. SERVICE TO OTHER MISSION PROGRAMS		5.00	0.75	0.18
***** TOTALS *****		99.94	99.75	6.99

NUMBER OF BUSINESS VISITORS FROM CANADA : 255  
FROM TERRIT : 189

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 24

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 4