

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	686	15.00	30.00	0.90
FROM TERRITORIES :	815	10.50	30.00	0.81
B. VISITS TO CLIENTS IN TERRITORY :	73	9.50	5.50	0.30
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	2.00	1.00	0.06
MISSIONS :	6	1.00	1.00	0.04
CONFERENCE SEMINARS :	3	1.00	0.50	0.03
OTHER :	31	1.00	1.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.00	1.00	0.02
POST INITIATED :	9	10.00	3.50	0.27
E. COMMUNICATIONS ACTIVITIES :	12	5.00	3.50	0.17
F. INVESTMENT ENQUIRIES				
FROM CANADA :	12	1.50	1.00	0.05
FROM TERRITORIES :	19	1.50	1.50	0.06
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	25	4.00	4.50	0.17
HOST GOVERNMENT :	25	1.50	2.50	0.08
OTHER DEPARTMENT :	10	2.50	5.00	0.15
PROVINCES/MUNICIPALITIES :	10	5.00	4.00	0.18
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.50	2.00	0.45
LEAVE, PROFESSIONAL DEVELOP :		8.50	2.50	0.22
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	2
	FROM TERRIT :	30
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	25
	FROM TERRIT :	131
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	8
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2