

29/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : NEW YORK, CONSULATE GENERAL

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	701	6.00	24.42	2.01
FROM TERRITORIES :	904	9.60	28.14	2.45
B. VISITS TO CLIENTS IN TERRITORY :	176	12.40	9.57	1.29
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	9	2.40	11.71	0.94
MISSIONS :	6	0.00	3.57	0.25
CONFERENCE SEMINARS :	20	9.40	6.28	0.91
OTHER :	3	0.40	2.14	0.17
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	0.00	0.05
POST INITIATED :	24	6.00	0.71	0.35
E. COMMUNICATIONS ACTIVITIES :	21	5.00	0.00	0.25
F. INVESTMENT ENQUIRIES FROM CANADA :	45	1.60	4.42	0.39
FROM TERRITORIES :	109	2.00	4.71	0.43
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	10	0.00	0.57	0.04
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.28	0.17
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	24	3.00	0.00	0.15
HOST GOVERNMENT :	18	0.00	0.00	0.00
OTHER DEPARTMENT :	22	3.20	0.28	0.18
PROVINCES/MUNICIPALITIES :	16	0.40	0.14	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.00	1.00	0.97
LEAVE, PROFESSIONAL DEVELOP :		12.00	1.85	0.73
K. SERVICE TO OTHER MISSION PROGRAMS :		4.60	0.14	0.24
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	54
FROM TERRIT :	37
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	242
FROM TERRIT :	211

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	25
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	7