

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	775	15.00	35.00	0.85
FROM TERRITORIES :	555	18.00	35.00	0.88
B. VISITS TO CLIENTS IN TERRITORY :	12	13.00	4.50	0.22
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.00	0.50	0.02
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	1.00	2.50	0.06
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	4.50	0.14
POST INITIATED :	4	2.00	1.50	0.05
E. COMMUNICATIONS ACTIVITIES :	19	9.00	1.50	0.12
F. INVESTMENT ENQUIRIES FROM CANADA :	2	2.00	0.50	0.03
FROM TERRITORIES :	2	1.00	0.50	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	5.00	1.00	0.07
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.00	1.50	0.09
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	20	4.00	3.50	0.11
HOST GOVERNMENT :	3	2.00	2.00	0.06
OTHER DEPARTMENT :	4	2.00	2.00	0.06
PROVINCES/MUNICIPALITIES :	4	2.00	2.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		11.00	0.50	0.12
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.50	0.04
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	3
FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	29
FROM TERRIT :	14
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED :	1
- LOCALLY ENGAGED :	2