

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	699	18.00	34.00	0.86
FROM TERRITORIES :	560	17.00	35.00	0.87
B. VISITS TO CLIENTS IN TERRITORY :	15	12.00	4.50	0.21
C. EXPORT/TRADE/POLICY FAIRS :	2	2.00	1.00	0.04
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	2.00	2.50	0.07
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	7.00	5.50	0.18
POST INITIATED :	4	2.00	1.00	0.04
E. COMMUNICATIONS ACTIVITIES :	15	7.00	1.50	0.10
F. INVESTMENT ENQUIRIES FROM CANADA :	3	2.00	0.50	0.03
FROM TERRITORIES :	1	1.00	1.00	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	2.00	0.50	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	1.50	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	22	5.00	4.00	0.13
HOST GOVERNMENT :	4	2.00	2.00	0.06
OTHER DEPARTMENT :	3	2.00	1.50	0.05
PROVINCES/MUNICIPALITIES :	5	2.00	2.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.50	0.11
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	1.50	0.05
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 : 6

FROM TERRIT : 6

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 20

FROM TERRIT : 10

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 2

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2