

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	288	20.00	32.00	0.84
FROM TERRITORIES	329	12.00	24.00	0.60
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 61	17.00	7.00	0.31
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	2	16.00	15.50	0.47
MISSIONS	0	0.00	0.00	0.00
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	3	4.00	6.00	0.16
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	2	1.00	0.00	0.01
FROM TERRITORIES	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA				
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	1	8.00	0.00	0.08
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	17	5.00	1.00	0.07
FROM OTHER GOV'T SOURCES- CONTACTS	22	2.00	1.00	0.04
- REPORTS	12	2.00	2.00	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		5.00	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP		8.00	11.50	0.31
J. SERVICE TO OTHER MISSION PROGRAMS		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 60
FROM TERRIT : 57

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2