

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/06/20

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : BOSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	635	5.50	33.00	1.43
FROM TERRITORIES :	318	5.00	14.75	0.69
B.VISITS TO CLIENTS IN TERRITORY :	156	8.00	12.00	0.64
C.EXPORT/TRADE/POLICY FAIRS :	11	3.50	3.25	0.20
PROJECTS AND EVENTS MISSIONS :	9	6.00	5.50	0.34
CONFERENCE SEMINARS :	10	5.00	2.50	0.20
OTHER :	2	12.50	2.25	0.34
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	22	7.00	0.50	0.16
E.COMMUNICATIONS ACTIVITIES :	7	4.00	0.25	0.09
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	12	2.50	0.50	0.07
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	2.50	0.10
CONNECTIONS ARRANGED :	1	0.00	4.25	0.17
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		7.00	6.75	0.41
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	16	5.00	0.50	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	0.75	0.28
LEAVE, PROFESSIONAL DEVELOP :		8.50	10.75	0.60
K.SERVICE TO OTHER MISSION PROGRAMS :		8.00	0.00	0.16
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 436
FROM TERRIT : 30

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4