

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : KINGSTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	402	20.00	36.50	0.93
FROM TERRITORIES :	389	10.00	34.00	0.78
B. VISITS TO CLIENTS IN TERRITORY :	48	10.00	6.00	0.22
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	1.00	0.50	0.02
MISSIONS :	2	1.00	0.50	0.02
CONFERENCE SEMINARS :	1	1.00	0.50	0.02
OTHER :	14	1.00	0.50	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	5.00	1.50	0.08
POST INITIATED :	6	5.00	2.00	0.09
E. COMMUNICATIONS ACTIVITIES :	5	5.00	2.00	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	1.00	0.50	0.02
FROM TERRITORIES :	10	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	1.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	4.00	3.00	0.10
HOST GOVERNMENT :	9	4.00	1.50	0.07
OTHER DEPARTMENT :	8	4.00	5.00	0.14
PROVINCES/MUNICIPALITIES :	5	4.00	2.50	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	1.00	0.22
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.50	0.03
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 32
FROM TERRIT : 15

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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