

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : BOSTON

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|--|---------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA | : 1048 | 5.00 | 14.37 | 1.25 |
| FROM TERRITORIES | : 653 | 7.50 | 13.12 | 1.20 |
| B. VISITS TO CLIENTS IN TERRITORY | : 74 | 5.50 | 3.62 | 0.40 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS | : 8 | 0.00 | 3.50 | 0.28 |
| MISSIONS | : 10 | 4.00 | 12.62 | 1.09 |
| CONFERENCE SEMINARS | : 18 | 9.00 | 4.62 | 0.55 |
| OTHER | : 1 | 0.00 | 0.12 | 0.01 |
| D. COMMERCIAL* ECONOMIC REPORTS | | | | |
| HQ REQUESTED | : 9 | 8.50 | 0.25 | 0.19 |
| POST INITIATED | : 8 | 5.50 | 0.87 | 0.18 |
| E. COMMUNICATIONS ACTIVITIES | : 3 | 3.00 | 0.37 | 0.09 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA | : 19 | 4.50 | 0.62 | 0.14 |
| FROM TERRITORIES | : 38 | 6.50 | 1.00 | 0.21 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA | : 7 | 0.00 | 1.25 | 0.10 |
| CONNECTIONS ARRANGED | : 4 | 0.00 | 0.62 | 0.05 |
| H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST | : 12.50 | 0.62 | | 0.30 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO | : 2 | 0.00 | 0.37 | 0.03 |
| HOST GOVERNMENT | : 7 | 2.00 | 0.12 | 0.05 |
| OTHER DEPARTMENT | : 7 | 3.00 | 0.25 | 0.08 |
| PROVINCES/MUNICIPALITIES | : 24 | 5.00 | 1.62 | 0.23 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. | : 13.00 | 1.25 | | 0.36 |
| LEAVE, PROFESSIONAL DEVELOP | : 0.00 | 1.25 | | 0.10 |
| K. SERVICE TO OTHER MISSION PROGRAMS | : 4.00 | 0.00 | | 0.08 |
| L. TOURISM PROGRAM ACTIVITIES | : 1.50 | 37.50 | | 3.03 |
| ***** TOTALS ***** | | 100.00 | 99.93 | 10.00 |

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 28

FROM TERRIT : 16

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 322

FROM TERRIT : 42

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 13

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 8