

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	228	28.00	36.00	1.00
FROM TERRITORIES	284	14.00	31.00	0.76
B. VISITS TO CLIENTS IN TERRITORY VISITS	47	16.00	9.00	0.34
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	2.00	0.00	0.02
MISSIONS	1	2.00	5.00	0.12
OTHER	0	0.00	2.00	0.04
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	4	5.00	6.00	0.17
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	1	2.00	0.00	0.02
FROM TERRITORIES	4	1.00	2.00	0.05
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	8	5.00	1.00	0.07
FROM OTHER GOV'T SOURCES- CONTACTS	18	5.00	2.00	0.09
- REPORTS	12	2.00	2.00	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		6.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP		11.00	4.00	0.19
J. SERVICE TO OTHER MISSION PROGRAMS		1.00	0.00	0.01
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 33
 FROM TERRIT : 103

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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