

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : BOSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	712	9.00	21.75	1.92
FROM TERRITORIES :	511	4.00	8.37	0.75
B. VISITS TO CLIENTS IN TERRITORY :	45	5.00	4.62	0.47
C. EXPORT/TRADE/POLICY FAIRS :	7	0.50	0.75	0.07
PROJECTS AND EVENTS MISSIONS :	15	14.50	14.87	1.48
CONFERENCE SEMINARS :	6	6.00	2.37	0.31
OTHER :	7	1.50	0.87	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	7.50	0.62	0.20
POST INITIATED :	5	1.50	0.50	0.07
E. COMMUNICATIONS ACTIVITIES :	12	4.50	0.12	0.10
F. INVESTMENT ENQUIRIES FROM CANADA :	17	2.00	0.50	0.08
FROM TERRITORIES :	19	3.50	0.62	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	11	0.50	2.50	0.21
CONNECTIONS ARRANGED :	35	0.00	1.87	0.15
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.00	1.00	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	0.50	0.12	0.02
HOST GOVERNMENT :	16	2.00	0.12	0.05
OTHER DEPARTMENT :	12	1.50	0.25	0.05
PROVINCES/MUNICIPALITIES :	29	3.50	0.37	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		9.00	0.25	0.20
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES :		2.50	37.50	3.05
***** TOTALS *****		100.00	99.94	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	56
FROM TERRIT :	27
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	148
FROM TERRIT :	77
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	8
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	8