

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	199	23.00	37.50	0.98
FROM TERRITORIES :	191	20.00	40.00	1.00
B. VISITS TO CLIENTS IN TERRITORY :	41	10.00	7.50	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	4	2.00	5.00	0.12
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	2	0.00	0.50	0.01
FROM TERRITORIES :	7	2.00	1.50	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	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	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.00	0.50	0.02
HOST GOVERNMENT :	8	3.00	0.50	0.04
OTHER DEPARTMENT :	57	7.00	1.50	0.10
PROVINCES/MUNICIPALITIES :	2	1.00	0.50	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	3.00	0.13
LEAVE, PROFESSIONAL DEVELOP :		23.00	1.00	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	1.00	0.03
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 12
FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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