18/02/92 External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

## WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT FOR QUARTER 1 OF FISCAL YEAR 1991

POST : BOSTON	NUM	BER	% OFFIC	ER-TIME LOC-ENG	TOTAL-TIME PERSON-QTR
					2 66
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA FROM TERRITORIES		945 515	7.50		2.66
B. VISITS TO CLIENTS IN TERRITORY	: 15	115	18.00	7.00	0.71
C EVPORT (TRADE / POLICY FAIRS		9	0.50	3.20	0.17
C. EAFORI / IRADE/ I OLLO		7	3.50		0.59
PROJECTS AND EVENTS MISSIONS CONFERENCE SEMINARS	-	6		0.40	0.06
CONFERENCE SEMINARD OTHER	:	1	0.00	0.20	0.01
TO BE STOLET OF THE PROPERTY O		5	2.00	0.20	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED POST INITIATED	1505	14	1.50	1.40	0.10
E. COMMUNICATIONS ACTIVITIES	:	6	1.00	0.40	0.04
CIVIDI		42	5.00	0.40	0.12
F.INVESTMENT ENQUIRIES FROM CANADA FROM TERRITORIES		35	7.50	0.20	
The second secon		-	0.00	1.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA CONNECTIONS ARRANGED	HOLL	5	CONTRACTOR OF THE PARTY OF THE	1.00	
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	T:0 :		7.50	2.20	0.26
T SERVICE PROJESTS FM GOV'T SOURCES NGO		0	0.00	0.00	0.00
I SERVICE RECOESTS IN COV 1		10	1.50	0.20	
HOST GOVERNMENT		14	2.50		
OTHER DEPARTMENT PROVINCES/MUNICIPALITIES		20	4.00		
TO A DATE OF THE PARTY OF THE P			16.00	0.00	0.32
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN LEAVE, PROFESSIONAL DEVELOP			10.00		
K.SERVICE TO OTHER MISSION PROGRAMS	8:40		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES	:		1.50		0.03
***** TOTALS *****			100.00	100.00	7.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	PDOM	THE P	MILL .	1.4	
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM	TER	ADA: RIT:	157	

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 28

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