

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

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	945	7.50	50.20	2.66
FROM TERRITORIES :	515	7.50	19.60	1.13
B. VISITS TO CLIENTS IN TERRITORY :	115	18.00	7.00	0.71
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	0.50	3.20	0.17
MISSIONS :	7	3.50	10.40	0.59
CONFERENCE SEMINARS :	6	2.00	0.40	0.06
OTHER :	1	0.00	0.20	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.00	0.20	0.05
POST INITIATED :	14	1.50	1.40	0.10
E. COMMUNICATIONS ACTIVITIES :	6	1.00	0.40	0.04
F. INVESTMENT ENQUIRIES				
FROM CANADA :	43	5.00	0.40	0.12
FROM TERRITORIES :	35	7.50	0.20	0.16
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	1.00	0.05
CONNECTIONS ARRANGED :	3	0.00	1.00	0.05
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		7.50	2.20	0.26
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	10	1.50	0.20	0.04
OTHER DEPARTMENT :	14	2.50	0.40	0.07
PROVINCES/MUNICIPALITIES :	20	4.00	0.60	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	0.00	0.32
LEAVE, PROFESSIONAL DEVELOP :		10.00	1.00	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		1.50	0.00	0.03
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 35
FROM TERRIT : 24
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 355
FROM TERRIT : 157

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 28

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2
-LOCALLY ENGAGED : 5