

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

87/12/23

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : KINGSTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	327	25.00	45.00	1.15
FROM TERRITORIES	320	15.00	34.00	0.83
B. VISITS TO CLIENTS IN TERRITORY	68	15.00	9.00	0.33
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	1	1.00	1.00	0.03
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	3	1.00	2.00	0.05
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	4	2.00	0.00	0.02
FROM TERRITORIES	2	0.00	1.00	0.02
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	12	4.00	1.00	0.06
FROM OTHER GOV'T SOURCES- CONTACTS	28	2.00	4.00	0.10
- REPORTS	15	0.00	3.00	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		4.00	0.00	0.04
LEAVE, PROFESSIONAL DEVELOP		30.00	0.00	0.30
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 : 29  
FROM TERRIT : 97

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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