

24/08/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1994

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	2043	16.40	22.71	2.41
FROM TERRITORIES :	1280	12.80	11.85	1.47
B. VISITS TO CLIENTS IN TERRITORY :	146	6.60	3.57	0.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	0.60	0.71	0.08
MISSIONS :	8	1.80	8.14	0.66
CONFERENCE SEMINARS :	23	7.80	1.14	0.47
OTHER :	22	6.20	0.71	0.36
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	0.60	0.42	0.06
POST INITIATED :	18	7.40	1.14	0.45
E. COMMUNICATIONS ACTIVITIES :	71	2.60	1.14	0.21
F. INVESTMENT ENQUIRIES				
FROM CANADA :	15	1.80	0.00	0.09
FROM TERRITORIES :	27	2.80	0.00	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	18	1.00	0.00	0.05
CONNECTIONS ARRANGED :	30	1.20	0.00	0.06
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.80	1.42	0.19
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	18	0.60	0.00	0.03
HOST GOVERNMENT :	16	1.20	0.42	0.09
OTHER DEPARTMENT :	32	1.80	1.00	0.16
PROVINCES/MUNICIPALITIES :	31	1.80	0.85	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		17.20	0.71	0.91
LEAVE, PROFESSIONAL DEVELOP :		6.00	1.14	0.38
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	42.85	3.00
***** TOTALS *****		100.00	99.92	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	46
	FROM TERRIT :	129
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	190
	FROM TERRIT :	95

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	16
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	7