

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 1313	22.00	30.00	2.60
FROM TERRITORIES	: 691	9.00	13.00	1.10
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 164	8.00	11.00	0.95
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 17	5.00	4.00	0.45
MISSIONS	: 5	1.00	1.00	0.10
OTHER	: 20	7.00	1.00	0.40
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 87	13.00	7.00	1.00
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 64	2.00	0.00	0.10
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'T'N IN PROG-RELATED EVENTS IN CANADA	: 13	9.00	11.00	1.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 21	3.00	3.00	0.30
FROM OTHER GOV'T SOURCES- CONTACTS	: 274	3.00	5.00	0.40
- REPORTS	: 14	1.00	4.00	0.25
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		13.00	5.00	0.90
LEAVE, PROFESSIONAL DEVELOP		3.00	3.00	0.30
J. SERVICE TO OTHER MISSION PROGRAMS		1.00	2.00	0.15
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 116  
FROM TERRIT : 311

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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