

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	923	33.00	20.00	3.05
FROM TERRITORIES :	505	9.00	7.14	0.95
B.VISITS TO CLIENTS IN TERRITORY :	82	4.00	2.85	0.40
C.EXPORT/TRADE/POLICY FAIRS :	8	1.00	5.00	0.40
PROJECTS AND EVENTS MISSIONS :	7	5.00	4.28	0.55
CONFERENCE SEMINARS :	7	7.00	0.71	0.40
OTHER :	16	3.00	4.28	0.45
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	4.00	0.00	0.20
POST INITIATED :	12	7.00	1.42	0.45
E.COMMUNICATIONS ACTIVITIES :	2	1.00	0.28	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	3	0.40	0.00	0.02
FROM TERRITORIES :	1	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.40	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.60	2.85	0.38
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	9	0.20	0.00	0.01
HOST GOVERNMENT :	15	1.40	0.14	0.08
OTHER DEPARTMENT :	44	6.00	2.85	0.50
PROVINCES/MUNICIPALITIES :	28	3.00	2.85	0.35
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.71	0.55
LEAVE, PROFESSIONAL DEVELOP :		1.00	1.71	0.17
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 :	5
FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	228
FROM TERRIT :	205
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	7