

22/08/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1993

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	458	17.50	12.37	1.34
FROM TERRITORIES :	239	12.00	3.87	0.55
B.VISITS TO CLIENTS IN TERRITORY :	130	15.00	5.62	0.75
C.EXPORT/TRADE/POLICY FAIRS :	14	2.00	5.00	0.44
PROJECTS AND EVENTS MISSIONS :	10	7.00	7.12	0.71
CONFERENCE SEMINARS :	16	10.00	1.12	0.29
OTHER :	4	0.50	9.00	0.73
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	1.00	0.10
POST INITIATED :	7	1.50	1.37	0.14
E.COMMUNICATIONS ACTIVITIES :	3	1.00	0.50	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	13	0.50	0.12	0.02
FROM TERRITORIES :	15	0.50	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	8	2.50	0.12	0.06
HOST GOVERNMENT :	14	3.50	0.00	0.07
OTHER DEPARTMENT :	14	2.00	0.12	0.05
PROVINCES/MUNICIPALITIES :	25	2.00	0.50	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	0.62	0.33
LEAVE, PROFESSIONAL DEVELOP :		7.50	1.50	0.27
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	50.00	4.00
***** TOTALS *****		100.00	99.95	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	62
FROM TERRIT :	67
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	633
FROM TERRIT :	539
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	21
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	8