

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	682	12.00	58.00	2.56
FROM TERRITORIES :	209	12.00	6.00	0.48
B.VISITS TO CLIENTS IN TERRITORY :	111	12.00	5.00	0.44
C.EXPORT/TRADE/POLICY FAIRS :	8	0.00	2.00	0.08
PROJECTS AND EVENTS MISSIONS :	25	3.00	6.00	0.30
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	12	15.00	1.00	0.34
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	9	6.00	0.00	0.12
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	4	1.00	0.00	0.02
FROM TERRITORIES :	5	1.00	0.00	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		8.00	2.00	0.24
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	43	4.00	5.00	0.28
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	2.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		8.00	12.00	0.64
K.SERVICE TO OTHER MISSION PROGRAMS :		9.00	1.00	0.22
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 140  
FROM TERRIT : 224

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4