

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	781	26.66	22.50	1.25
FROM TERRITORIES	418	5.00	3.00	0.21
B. VISITS TO CLIENTS IN TERRITORY VISITS	47	3.33	13.00	0.36
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	5	0.66	10.00	0.22
MISSIONS	0	0.00	0.00	0.00
OTHER	23	7.00	15.50	0.52
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	69	16.00	11.50	0.71
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	3	0.33	0.00	0.01
FROM TERRITORIES	12	1.33	0.50	0.05
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	6	2.33	0.00	0.07
CONNECTIONS ARRANGED	2	0.33	0.00	0.01
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	2	3.66	0.00	0.11
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	1	0.00	1.00	0.02
FROM OTHER GOV'T SOURCES- CONTACTS	71	0.00	0.00	0.00
- REPORTS	16	5.00	10.50	0.36
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		10.66	2.50	0.37
LEAVE, PROFESSIONAL DEVELOP		14.66	8.50	0.61
J. SERVICE TO OTHER MISSION PROGRAMS		3.00	1.50	0.12
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 159  
FROM TERRIT : 185

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 2