

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	960	16.66	17.14	2.20
FROM TERRITORIES :	980	6.66	7.85	0.95
B. VISITS TO CLIENTS IN TERRITORY :	204	3.33	2.14	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	0.00	8.57	0.60
MISSIONS :	8	0.83	7.14	0.55
CONFERENCE SEMINARS :	4	0.83	0.71	0.10
OTHER :	22	2.50	7.14	0.65
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	20	4.16	3.57	0.50
POST INITIATED :	23	8.33	2.85	0.70
E. COMMUNICATIONS ACTIVITIES :	5	0.83	0.71	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	0.83	0.00	0.05
FROM TERRITORIES :	5	0.83	0.00	0.05
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	2.14	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	45	0.83	0.71	0.10
HOST GOVERNMENT :	32	5.00	2.85	0.50
OTHER DEPARTMENT :	54	10.00	0.71	0.65
PROVINCES/MUNICIPALITIES :	84	1.66	4.28	0.40
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.33	0.00	0.50
LEAVE, PROFESSIONAL DEVELOP :		9.16	2.14	0.70
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.71	0.05
L. TOURISM PROGRAM ACTIVITIES :		16.66	28.57	3.00
***** TOTALS *****		99.93	99.93	13.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	38
	FROM TERRIT :	138
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	101
	FROM TERRIT :	554
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		24
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	6
	-LOCALLY ENGAGED :	7