

17/11/94

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	581	17.50	18.00	1.79
FROM TERRITORIES :	314	12.50	4.00	0.57
B. VISITS TO CLIENTS IN TERRITORY :	82	14.00	4.50	0.64
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	0.00	1.37	0.11
MISSIONS :	5	2.00	1.12	0.13
CONFERENCE SEMINARS :	10	3.00	6.50	0.58
OTHER :	7	1.00	1.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.25	0.04
POST INITIATED :	8	3.00	2.12	0.23
E. COMMUNICATIONS ACTIVITIES :	12	4.00	0.00	0.08
F. INVESTMENT ENQUIRIES				
FROM CANADA :	11	0.50	0.37	0.04
FROM TERRITORIES :	10	1.50	0.25	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.12	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	2.62	0.31
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.50	0.25	0.03
HOST GOVERNMENT :	3	0.50	0.50	0.05
OTHER DEPARTMENT :	7	1.50	0.25	0.05
PROVINCES/MUNICIPALITIES :	17	1.50	0.75	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	1.87	0.45
LEAVE, PROFESSIONAL DEVELOP :		15.00	4.12	0.63
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	50.00	4.00
***** TOTALS *****		100.00	99.96	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	30
	FROM TERRIT :	125
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	148
	FROM TERRIT :	157
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	8