

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : SEATTLE

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA :	819	24.50	47.75	2.40
	FROM TERRITORIES :	234	11.50	8.00	0.55
B. VISITS TO CLIENTS IN TERRITORY	VISITS :	216	15.00	9.75	0.69
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS :	5	0.50	15.75	0.64
	MISSIONS :	5	2.00	5.25	0.25
	OTHER :	5	9.50	2.00	0.27
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	:	15	3.00	0.25	0.07
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA :	7	1.00	0.00	0.02
	FROM TERRITORIES :	68	4.00	0.00	0.08
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	:	2	0.50	0.25	0.02
	CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	:	4	7.00	2.00	0.22
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	:	8	1.00	0.75	0.05
	FROM OTHER GOV'T SOURCES- CONTACTS :	45	0.50	2.50	0.11
	- REPORTS :	0	0.00	0.00	0.00
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	:		9.50	0.25	0.20
	LEAVE, PROFESSIONAL DEVELOP :		5.00	5.50	0.32
J. SERVICE TO OTHER MISSION PROGRAMS	:		5.50	0.00	0.11
***** TOTALS *****			100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 196  
FROM TERRIT : 175

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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