

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1377	22.40	20.14	2.53
FROM TERRITORIES	: 554	14.20	10.57	1.45
B.VISITS TO CLIENTS IN TERRITORY	: 107	4.20	1.85	0.34
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 13	5.80	1.85	0.42
MISSIONS	: 11	4.80	5.71	0.64
CONFERENCE SEMINARS	: 17	3.20	1.42	0.26
OTHER	: 23	1.20	0.28	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 3	0.20	0.28	0.03
POST INITIATED	: 24	3.40	6.28	0.61
E.COMMUNICATIONS ACTIVITIES	: 55	3.00	0.71	0.20
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 15	1.00	0.00	0.05
FROM TERRITORIES	: 18	1.60	0.00	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 15	0.20	0.00	0.01
CONNECTIONS ARRANGED	: 8	0.20	0.00	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 1.40	3.00		0.28
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 13	1.00	0.00	0.05
HOST GOVERNMENT	: 26	1.20	0.57	0.10
OTHER DEPARTMENT	: 40	1.60	0.42	0.11
PROVINCES/MUNICIPALITIES	: 29	2.20	0.14	0.12
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 15.80	1.42		0.89
LEAVE, PROFESSIONAL DEVELOP	: 8.20	2.42		0.58
K.SERVICE TO OTHER MISSION PROGRAMS	: 3.20	0.00		0.16
L.TOURISM PROGRAM ACTIVITIES	: 0.00	42.85		3.00
***** TOTALS *****		100.00	99.91	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 46

FROM TERRIT : 326

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 202

FROM TERRIT : 138

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 5

- LOCALLY ENGAGED : 7