

17/11/84

Foreign Affairs and International Trade

TERRITORY

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1984

POST : WASHINGTON

	NUMBER	OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1609	15.00	23.42	2.39
FROM TERRITORIES :	992	9.20	8.71	1.07
B. VISITS TO CLIENTS IN TERRITORY	136	5.00	3.14	0.47
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	19	2.50	4.80	0.40
MISSIONS :	20	7.80	2.85	0.59
CONFERENCE SEMINARS :	23	4.80	2.57	0.42
OTHER :	50	1.20	3.85	0.43
D. COMMERCIAL ECONOMIC REPORTS HQ REQUESTED :	7	1.00	0.14	0.06
POST INITIATED :	50	15.50	1.00	0.55
E. COMMUNICATIONS ACTIVITIES	82	0.50	0.34	0.04
F. INVESTMENT ENQUIRIES				
FROM CANADA :	18	3.00	0.00	0.05
FROM TERRITORIES :	38	5.00	0.00	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	16	0.40	0.00	0.02
CONNECTIONS ARRANGED :	20	0.50	0.00	0.04
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		8.20	2.42	0.58
I. SERVICE REQUESTS FR GOV'T SOURCES				
HCO :	30	0.20	0.14	0.02
HOST GOVERNMENT :	15	0.40	0.14	0.03
OTHER DEPARTMENT :	36	1.00	1.28	0.14
PROVINCES/MUNICIPALITIES :	24	0.50	0.57	0.07
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		11.40	0.42	0.60
LEAVE, PROFESSIONAL DEVELOP :		6.00	1.42	0.40
K. SERVICE TO OTHER MISSION PROGRAMS	1	0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES	1	0.00	42.85	3.00
***** TOTALS *****		100.00	99.91	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	80
FROM TERRIT :	117
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	225
FROM TERRIT :	202
NUMBER OF VISA APPLICATIONS COMPLETED ON :	21
NUMBER OF OCCUPIED OFFICER POSITIONS	
--CANADA BASED :	8
--LOCALLY ENGAGED :	7