

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIM PERSON-QT
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	317	23.50	22.62	2.28
FROM TERRITORIES :	98	5.00	2.50	0.30
B. VISITS TO CLIENTS IN TERRITORY :	70	12.50	3.00	0.49
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	4.00	4.00	0.40
MISSIONS :	6	0.00	3.37	0.27
CONFERENCE SEMINARS :	8	2.50	1.37	0.16
OTHER :	4	0.50	0.37	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.50	0.00	0.01
POST INITIATED :	3	1.50	0.00	0.03
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	3	0.00	0.25	0.02
FROM TERRITORIES :	7	1.00	0.12	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.25	0.26
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.50	0.00	0.03
HOST GOVERNMENT :	5	2.50	0.12	0.06
OTHER DEPARTMENT :	1	0.00	0.12	0.01
PROVINCES/MUNICIPALITIES :	7	1.00	0.12	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		30.50	0.87	0.68
LEAVE, PROFESSIONAL DEVELOP :		10.00	7.87	0.83
K. SERVICE TO OTHER MISSION PROGRAMS :		3.50	0.00	0.07
L. TOURISM PROGRAM ACTIVITIES :		0.00	50.00	4.00
***** TOTALS *****		100.00	99.95	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	52
FROM TERRIT :	49
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	128
FROM TERRIT :	72
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	11
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	8