

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	379	16.50	43.50	2.07
FROM TERRITORIES	186	6.00	6.75	0.39
B. VISITS TO CLIENTS IN TERRITORY	108	10.50	5.75	0.44
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	2	5.50	9.50	0.49
MISSIONS	3	1.00	5.75	0.25
OTHER	3	5.50	3.75	0.26
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	7	3.00	0.00	0.06
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	5	1.00	0.00	0.02
FROM TERRITORIES	9	0.50	0.00	0.01
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.25	0.01
CONNECTIONS ARRANGED	8	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	4	5.00	1.75	0.17
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	10	1.00	0.75	0.05
FROM OTHER GOV'T SOURCES- CONTACTS	23	1.50	6.00	0.27
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		24.50	0.00	0.49
LEAVE, PROFESSIONAL DEVELOP		10.00	16.25	0.85
J. SERVICE TO OTHER MISSION PROGRAMS		8.50	0.00	0.17
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 93
FROM TERRIT : 152

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

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