

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	922	30.00	27.00	2.85
FROM TERRITORIES :	510	8.00	15.00	1.15
B.VISITS TO CLIENTS IN TERRITORY :	117	5.00	6.00	0.55
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	18	3.00	6.00	0.45
MISSIONS :	6	5.00	4.00	0.45
CONFERENCE SEMINARS :	9	1.00	3.00	0.20
OTHER :	14	1.00	3.00	0.20
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	25	3.00	2.00	0.25
POST INITIATED :	110	11.00	10.00	1.05
E.COMMUNICATIONS ACTIVITIES :	10	0.00	2.00	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	19	1.00	0.00	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	3.00	0.20
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	0.00	1.00	0.05
HOST GOVERNMENT :	20	1.00	2.00	0.15
OTHER DEPARTMENT :	63	7.00	1.00	0.40
PROVINCES/MUNICIPALITIES :	23	2.00	2.00	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	7.00	0.95
LEAVE, PROFESSIONAL DEVELOP :		9.00	6.00	0.75
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 139  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5  
- LOCALLY-ENGAGED : 5