

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	443	14.00	32.00	1.56
FROM TERRITORIES :	220	14.00	6.00	0.52
B. VISITS TO CLIENTS IN TERRITORY :	132	3.00	6.00	0.30
C. EXPORT/TRADE/POLICY FAIRS :	22	4.00	28.00	1.20
PROJECTS AND EVENTS MISSIONS :	10	1.00	8.00	0.34
CONFERENCE SEMINARS :	8	12.00	2.00	0.32
OTHER :	3	2.00	0.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.00	0.00	0.02
POST INITIATED :	2	1.00	0.00	0.02
E. COMMUNICATIONS ACTIVITIES :	3	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	4	1.00	0.00	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	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 :		5.00	1.00	0.14
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	6	0.00	1.00	0.04
PROVINCES/MUNICIPALITIES :	1	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		29.00	1.00	0.62
LEAVE, PROFESSIONAL DEVELOP :		12.00	15.00	0.84
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 141  
FROM TERRIT : 150

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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