

09/09/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	454	28.50	26.00	2.13
FROM TERRITORIES :	82	9.00	2.50	0.33
B. VISITS TO CLIENTS IN TERRITORY :	97	11.50	5.50	0.56
C. EXPORT/TRADE/POLICY FAIRS :	19	2.50	5.83	0.40
PROJECTS AND EVENTS MISSIONS :	7	4.00	1.83	0.19
CONFERENCE SEMINARS :	17	3.50	3.00	0.25
OTHER :	4	0.50	0.33	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	0.16	0.01
POST INITIATED :	2	0.00	0.33	0.02
E. COMMUNICATIONS ACTIVITIES :	1	0.00	0.33	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	2	0.00	0.00	0.00
FROM TERRITORIES :	3	0.00	0.16	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.50	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.50	1.50	0.12
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	0.16	0.01
HOST GOVERNMENT :	2	0.00	0.16	0.01
OTHER DEPARTMENT :	6	1.50	0.33	0.05
PROVINCES/MUNICIPALITIES :	11	2.00	0.16	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		34.00	0.00	0.68
LEAVE, PROFESSIONAL DEVELOP :		0.50	1.66	0.11
K. SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.01
L. TOURISM PROGRAM ACTIVITIES :		0.00	50.00	3.00
***** TOTALS *****		100.00	99.94	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	23
FROM TERRIT :	16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	96
FROM TERRIT :	106
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	6