

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	904	26.00	28.66	2.16
FROM TERRITORIES :	434	8.00	21.66	1.05
B.VISITS TO CLIENTS IN TERRITORY :	123	6.00	5.66	0.47
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS :				
FAIRS :	13	3.00	4.00	0.27
MISSIONS :	9	5.00	15.00	0.70
CONFERENCE SEMINARS :	12	4.00	0.00	0.20
OTHER :	5	8.00	1.00	0.43
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	2.00	1.00	0.13
POST INITIATED :	64	7.00	7.00	0.56
E.COMMUNICATIONS ACTIVITIES :	9	1.00	0.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	2	0.00	0.00	0.00
FROM TERRITORIES :	19	1.00	0.00	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.25
I.SERVICE REQUESTS FM GOV'T SOURCES :				
NGO :	53	1.00	0.00	0.05
HOST GOVERNMENT :	23	1.00	1.00	0.08
OTHER DEPARTMENT :	54	4.00	0.00	0.20
PROVINCES/MUNICIPALITIES :	22	1.00	1.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	1.00	0.73
LEAVE, PROFESSIONAL DEVELOP :		3.00	8.00	0.39
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	5.00	0.15
***** TOTALS *****		100.00	99.98	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 156
FROM TERRIT : 263

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 3