

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	717	15.00	19.62	1.87
FROM TERRITORIES :	414	13.50	6.25	0.77
B.VISITS TO CLIENTS IN TERRITORY :	93	14.00	3.25	0.54
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	2.00	2.12	0.21
MISSIONS :	5	0.50	6.62	0.54
CONFERENCE SEMINARS :	10	7.50	1.62	0.28
OTHER :	4	2.50	0.25	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.12	0.03
POST INITIATED :	14	5.00	1.12	0.19
E.COMMUNICATIONS ACTIVITIES :	9	2.50	0.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	0.50	0.12	0.02
FROM TERRITORIES :	15	0.50	0.37	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	2.50	0.12	0.06
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.12	0.25
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	3.50	0.00	0.07
HOST GOVERNMENT :	13	2.50	0.12	0.06
OTHER DEPARTMENT :	7	1.00	0.12	0.03
PROVINCES/MUNICIPALITIES :	17	4.00	0.12	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	0.87	0.39
LEAVE, PROFESSIONAL DEVELOP :		6.00	4.00	0.44
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	50.00	4.00
***** TOTALS *****		100.00	99.93	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 36
FROM TERRIT : 30
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 485
FROM TERRIT : 134

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 6

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2
-LOCALLY ENGAGED : 8