

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	763	9.66	39.28	3.04
FROM TERRITORIES :	556	9.66	14.85	1.33
B. VISITS TO CLIENTS IN TERRITORY :	117	4.66	4.85	0.48
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	38	1.00	9.42	0.69
MISSIONS :	30	1.33	8.00	0.60
CONFERENCE SEMINARS :	21	5.66	0.71	0.22
OTHER :	3	2.00	0.00	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	0.00	0.03
POST INITIATED :	13	0.66	1.14	0.10
E. COMMUNICATIONS ACTIVITIES :	0	0.66	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	6	0.33	0.00	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		1.00	1.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.28	0.02
OTHER DEPARTMENT :	7	1.00	0.00	0.03
PROVINCES/MUNICIPALITIES :	121	2.66	5.00	0.43
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		28.00	2.14	0.99
LEAVE, PROFESSIONAL DEVELOP :		22.00	13.28	1.59
K. SERVICE TO OTHER MISSION PROGRAMS :		8.66	0.00	0.26
***** TOTALS *****		99.94	99.95	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 186  
FROM TERRIT : 170

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 29

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 7