

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	948	14.66	34.85	2.88
FROM TERRITORIES :	654	12.00	15.85	1.47
B.VISITS TO CLIENTS IN TERRITORY :	152	3.66	4.85	0.45
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	52	4.00	16.14	1.25
MISSIONS :	24	4.00	5.14	0.48
CONFERENCE SEMINARS :	6	0.66	0.57	0.06
OTHER :	3	2.00	1.85	0.19
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	2.33	0.28	0.09
POST INITIATED :	11	0.66	0.85	0.08
E.COMMUNICATIONS ACTIVITIES :	7	1.00	0.00	0:03
F.INVESTMENT ENQUIRIES FROM CANADA :	3	0.33	0.00	0.01
FROM TERRITORIES :	8	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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		7.00	2.42	0.38
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.00	0.14	0.01
OTHER DEPARTMENT :	10	0.00	0.42	0.03
PROVINCES/MUNICIPALITIES :	124	3.66	3.28	0.34
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		33.66	2.85	1.21
LEAVE, PROFESSIONAL DEVELOP :		8.33	9.42	0.91
K.SERVICE TO OTHER MISSION PROGRAMS :		1.66	1.00	0.12
***** TOTALS *****		99.94	99.91	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 158
FROM TERRIT : 113

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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