

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	955	13.83	13.33	1.63
FROM TERRITORIES :	325	7.16	7.00	0.85
B.VISITS TO CLIENTS IN TERRITORY :	116	6.16	2.16	0.50
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	0.00	5.50	0.33
MISSIONS :	5	2.50	7.50	0.60
CONFERENCE SEMINARS :	7	1.66	2.83	0.27
OTHER :	60	8.83	8.50	1.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	2.66	1.83	0.27
POST INITIATED :	15	5.00	2.50	0.45
E.COMMUNICATIONS ACTIVITIES :	6	0.83	0.83	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	21	4.16	0.00	0.25
FROM TERRITORIES :	6	2.50	2.50	0.30
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.33	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	4.16	0.40
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	23	0.33	0.00	0.02
HOST GOVERNMENT :	54	2.66	1.83	0.27
OTHER DEPARTMENT :	130	6.16	0.83	0.42
PROVINCES/MUNICIPALITIES :	23	0.83	1.83	0.16
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.83	0.66	0.57
LEAVE, PROFESSIONAL DEVELOP :		6.33	2.83	0.55
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		16.66	33.33	3.00
***** TOTALS *****		99.92	99.95	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	25
	FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	164
	FROM TERRIT :	118
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		12
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	6
	-LOCALLY ENGAGED :	6