

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

90/06/20

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	815	29.00	35.00	1.92
FROM TERRITORIES :	569	6.00	30.00	1.08
B.VISITS TO CLIENTS IN TERRITORY :	98	11.00	9.00	0.60
C.EXPORT/TRADE/POLICY FAIRS :	12	2.00	9.00	0.33
PROJECTS AND EVENTS MISSIONS :	6	4.00	4.00	0.24
CONFERENCE SEMINARS :	11	7.00	1.00	0.24
OTHER :	4	1.00	0.00	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	24	2.00	2.00	0.12
POST INITIATED :	44	5.00	3.00	0.24
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	1.00	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	45	3.00	0.00	0.09
OTHER DEPARTMENT :	120	7.00	2.00	0.27
PROVINCES/MUNICIPALITIES :	34	1.00	1.00	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.00	2.00	0.60
LEAVE, PROFESSIONAL DEVELOP :		3.00	1.00	0.12
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

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