

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	441	15.50	52.25	2.40
FROM TERRITORIES	185	3.50	5.75	0.30
B. VISITS TO CLIENTS IN TERRITORY VISITS :	102	9.50	6.25	0.44
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	10	3.00	5.75	0.29
MISSIONS :	9	5.00	3.00	0.22
OTHER :	12	7.00	5.50	0.36
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	13	4.50	1.75	0.16
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	9	0.50	0.00	0.01
FROM TERRITORIES :	19	2.00	0.00	0.04
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	0	0.50	0.00	0.01
CONNECTIONS ARRANGED :	1	1.50	0.25	0.04
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA :	2	2.50	2.50	0.15
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	19	3.50	2.00	0.15
FROM OTHER GOV'T SOURCES- CONTACTS :	0	1.50	1.00	0.07
- REPORTS :	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		22.00	0.00	0.44
LEAVE, PROFESSIONAL DEVELOP :		12.50	13.75	0.80
J. SERVICE TO OTHER MISSION PROGRAMS :		5.50	0.50	0.13
***** TOTALS *****		100.00	100.25	6.01

NUMBER OF BUSINESS VISITORS FROM CANADA : 168
FROM TERRIT : 117

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4