

18/02/92

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT FOR QUARTER 1 OF FISCAL YEAR 1991

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	873	28.16	14.85	2.73
FROM TERRITORIES :	1435	9.00	5.14	0.90
B. VISITS TO CLIENTS IN TERRITORY :	169	7.83	4.28	0.77
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	0.66	5.14	0.40
MISSIONS :	4	0.33	5.71	0.42
CONFERENCE SEMINARS :	17	4.83	1.42	0.39
OTHER :	16	2.16	8.42	0.72
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	20	1.66	4.57	0.42
POST INITIATED :	38	3.50	5.14	0.57
E. COMMUNICATIONS ACTIVITIES :	7	1.66	0.71	0.15
F. INVESTMENT ENQUIRIES FROM CANADA :	11	1.66	0.00	0.10
FROM TERRITORIES :	12	0.00	0.00	0.00
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.28	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	56	1.00	1.42	0.16
HOST GOVERNMENT :	56	3.83	1.00	0.30
OTHER DEPARTMENT :	139	4.00	3.71	0.50
PROVINCES/MUNICIPALITIES :	36	0.83	4.00	0.33
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	3.00	0.69
LEAVE, PROFESSIONAL DEVELOP :		3.16	2.14	0.34
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.42	0.03
L. TOURISM PROGRAM ACTIVITIES :		16.66	28.57	3.00
***** TOTALS *****		99.93	99.92	13.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 21  
FROM TERRIT : 75  
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 40  
FROM TERRIT : 241  
NUMBER OF PEMD APPLICATIONS COMMENTED ON : 23  
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 6  
-LOCALLY ENGAGED : 7