

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	883	25.00	37.00	2.73
FROM TERRITORIES :	740	8.00	33.00	1.72
B. VISITS TO CLIENTS IN TERRITORY :	155	11.00	6.00	0.79
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	1.00	3.00	0.17
MISSIONS :	5	5.00	3.00	0.37
CONFERENCE SEMINARS :	10	3.00	1.00	0.19
OTHER :	8	2.00	1.00	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	1.00	0.00	0.05
POST INITIATED :	57	5.00	4.00	0.41
E. COMMUNICATIONS ACTIVITIES :	10	1.00	1.00	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	13	1.00	0.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	1.00	0.04
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	35	2.00	1.00	0.14
HOST GOVERNMENT :	60	5.00	1.00	0.29
OTHER DEPARTMENT :	134	5.00	1.00	0.29
PROVINCES/MUNICIPALITIES :	33	2.00	1.00	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	2.00	0.68
LEAVE, PROFESSIONAL DEVELOP :		8.00	4.00	0.56
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 40  
FROM TERRIT : 74

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 23

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5  
- LOCALLY-ENGAGED : 4