

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1334	28.40	23.57	3.07
FROM TERRITORIES :	730	11.00	11.00	1.32
B. VISITS TO CLIENTS IN TERRITORY :	133	7.00	2.14	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	28	0.80	6.85	0.52
MISSIONS :	15	5.00	1.71	0.37
CONFERENCE SEMINARS :	21	2.60	0.71	0.18
OTHER :	11	0.40	0.85	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	1.60	1.00	0.15
POST INITIATED :	20	13.00	1.28	0.74
E. COMMUNICATIONS ACTIVITIES :	18	1.40	1.42	0.17
F. INVESTMENT ENQUIRIES				
FROM CANADA :	11	1.00	0.00	0.05
FROM TERRITORIES :	28	4.20	0.00	0.21
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	17	0.40	0.00	0.02
CONNECTIONS ARRANGED :	3	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	1.57	0.21
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	33	1.40	0.14	0.08
HOST GOVERNMENT :	20	1.20	0.57	0.10
OTHER DEPARTMENT :	77	1.60	1.14	0.16
PROVINCES/MUNICIPALITIES :	45	2.00	0.57	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.40	0.71	0.67
LEAVE, PROFESSIONAL DEVELOP :		2.60	1.85	0.26
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	42.85	3.00
***** TOTALS *****		100.00	99.93	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	59
	FROM TERRIT :	33
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	148
	FROM TERRIT :	172
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		14
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	5
	-LOCALLY ENGAGED :	7