

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	625	17.50	37.00	1.83
FROM TERRITORIES :	370	16.50	5.25	0.54
B.VISITS TO CLIENTS IN TERRITORY :	75	5.50	5.00	0.31
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	29	2.00	33.50	1.38
MISSIONS :	13	2.00	5.00	0.24
CONFERENCE SEMINARS :	3	1.00	3.25	0.15
OTHER :	3	3.00	0.00	0.06
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.00	0.00	0.00
POST INITIATED :	2	2.00	0.00	0.04
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	1	1.00	0.00	0.02
FROM TERRITORIES :	0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	1.00	0.00	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		7.50	0.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.50	0.00	0.01
HOST GOVERNMENT :	7	0.00	1.00	0.04
OTHER DEPARTMENT :	1	0.00	1.00	0.04
PROVINCES/MUNICIPALITIES :	11	0.00	1.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		29.00	0.00	0.58
LEAVE, PROFESSIONAL DEVELOP :		11.00	5.00	0.42
K.SERVICE TO OTHER MISSION PROGRAMS :		0.50	3.00	0.13
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 223  
FROM TERRIT : 25

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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