

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1263	26.00	23.42	2.94
FROM TERRITORIES :	799	9.00	10.71	1.20
B.VISITS TO CLIENTS IN TERRITORY :	120	5.00	2.85	0.45
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	12	2.00	7.42	0.62
MISSIONS :	12	3.00	4.85	0.49
CONFERENCE SEMINARS :	16	1.00	0.57	0.09
OTHER :	20	8.00	1.14	0.48
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.20	0.00	0.01
POST INITIATED :	16	1.40	1.71	0.19
E.COMMUNICATIONS ACTIVITIES :	10	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	18	7.60	0.00	0.38
FROM TERRITORIES :	18	2.00	0.00	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	23	2.80	0.00	0.14
CONNECTIONS ARRANGED :	3	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	32	5.00	0.00	0.25
HOST GOVERNMENT :	20	4.00	0.57	0.24
OTHER DEPARTMENT :	68	3.00	0.71	0.20
PROVINCES/MUNICIPALITIES :	53	5.00	0.57	0.29
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	0.57	0.44
LEAVE, PROFESSIONAL DEVELOP :		6.00	1.71	0.42
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.28	0.02
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 :	12
FROM TERRIT :	87
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	150
FROM TERRIT :	1149
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	14
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	7