

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1111	17.50	23.33	2.45
FROM TERRITORIES :	607	8.00	14.50	1.35
B.VISITS TO CLIENTS IN TERRITORY :	106	4.16	2.00	0.37
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	1.00	4.16	0.31
MISSIONS :	4	0.83	6.66	0.45
CONFERENCE SEMINARS :	9	0.83	0.33	0.07
OTHER :	47	9.83	2.16	0.72
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	5.50	1.83	0.44
POST INITIATED :	14	1.66	2.50	0.25
E.COMMUNICATIONS ACTIVITIES :	2	0.00	1.33	0.08
F.INVESTMENT ENQUIRIES				
FROM CANADA :	36	3.33	0.00	0.20
FROM TERRITORIES :	37	3.33	0.16	0.21
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.66	0.83	0.27
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	0.16	0.16	0.02
HOST GOVERNMENT :	54	2.83	0.16	0.18
OTHER DEPARTMENT :	192	8.66	0.33	0.54
PROVINCES/MUNICIPALITIES :	10	1.00	0.50	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.33	0.50	0.53
LEAVE, PROFESSIONAL DEVELOP :		2.00	3.66	0.34
K.SERVICE TO OTHER MISSION PROGRAMS :		0.66	1.50	0.13
L.TOURISM PROGRAM ACTIVITIES :		16.66	33.33	3.00
***** TOTALS *****		99.93	99.93	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	14
FROM TERRIT :	24
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	102
FROM TERRIT :	263
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	25
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	6
-LOCALLY ENGAGED :	6