

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1149	21.00	21.42	2.55
FROM TERRITORIES :	772	7.00	10.71	1.10
B. VISITS TO CLIENTS IN TERRITORY :	125	6.40	1.71	0.44
C. EXPORT/TRADE/POLICY FAIRS :	17	4.00	3.14	0.42
PROJECTS AND EVENTS MISSIONS :	16	15.00	6.42	1.20
CONFERENCE SEMINARS :	7	8.00	1.14	0.48
OTHER :	14	1.40	0.57	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.00	0.28	0.07
POST INITIATED :	23	5.00	1.85	0.38
E. COMMUNICATIONS ACTIVITIES :	10	1.00	0.57	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	21	1.40	0.00	0.07
FROM TERRITORIES :	15	1.00	0.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	9	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		4.00	0.00	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	8	1.00	0.00	0.05
HOST GOVERNMENT :	16	0.60	0.14	0.04
OTHER DEPARTMENT :	205	3.20	1.71	0.28
PROVINCES/MUNICIPALITIES :	35	1.00	0.57	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.00	1.14	0.38
LEAVE, PROFESSIONAL DEVELOP :		12.00	5.71	1.00
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 :	6
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	103
FROM TERRIT :	1151
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	14
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	7