

02/06/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	479	18.00	19.42	1.72
FROM TERRITORIES :	129	11.50	3.57	0.48
B.VISITS TO CLIENTS IN TERRITORY :	104	13.00	4.71	0.59
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	4.50	6.00	0.51
MISSIONS :	7	4.50	1.85	0.22
CONFERENCE SEMINARS :	5	3.00	1.71	0.18
OTHER :	41	1.50	0.42	0.06
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	0.14	0.03
POST INITIATED :	3	0.50	2.14	0.16
E.COMMUNICATIONS ACTIVITIES :	1	0.00	0.28	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.50	0.00	0.01
FROM TERRITORIES :	6	1.50	0.14	0.04
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.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	6.14	0.43
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	0.28	0.02
HOST GOVERNMENT :	5	0.00	0.57	0.04
OTHER DEPARTMENT :	4	1.50	0.14	0.04
PROVINCES/MUNICIPALITIES :	22	3.50	0.42	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		31.50	2.71	0.82
LEAVE, PROFESSIONAL DEVELOP :		4.00	6.14	0.51
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	99.91	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	18
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	69
	FROM TERRIT :	22
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	9
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	7