

07/06/94

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 1399	17.40	16.00	1.99
FROM TERRITORIES	: 407	8.20	10.28	1.13
B. VISITS TO CLIENTS IN TERRITORY	: 102	9.00	2.42	0.62
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 13	2.00	3.14	0.32
MISSIONS	: 17	9.20	6.57	0.92
CONFERENCE SEMINARS	: 15	1.40	0.71	0.12
OTHER	: 20	2.40	0.57	0.16
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 14	5.20	2.14	0.41
POST INITIATED	: 22	3.00	3.42	0.39
E. COMMUNICATIONS ACTIVITIES	: 38	3.80	0.00	0.19
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 7	1.20	0.00	0.06
FROM TERRITORIES	: 27	1.80	0.00	0.09
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 17	0.60	0.00	0.03
CONNECTIONS ARRANGED	: 6	0.20	0.00	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 2.00	6.28	0.54	
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 77	0.60	0.00	0.03
HOST GOVERNMENT	: 12	0.40	0.42	0.05
OTHER DEPARTMENT	: 40	3.20	1.14	0.24
PROVINCES/MUNICIPALITIES	: 40	6.60	0.71	0.38
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 10.20	1.28	0.60	
LEAVE, PROFESSIONAL DEVELOP	: 8.60	1.71	0.55	
K. SERVICE TO OTHER MISSION PROGRAMS	: 3.00	0.28	0.17	
L. TOURISM PROGRAM ACTIVITIES	: 0.00	42.85	3.00	
***** TOTALS *****		100.00	99.92	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 26
	FROM TERRIT	: 36
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 191
	FROM TERRIT	: 403
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 42
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 5
	-LOCALLY ENGAGED	: 7