

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

90/01/22

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
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A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	478	13.00	40.00	1.86
FROM TERRITORIES :	281	15.50	3.50	0.45
B. VISITS TO CLIENTS IN TERRITORY :	55	4.50	2.75	0.20
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	31	2.50	22.50	0.95
MISSIONS :	10	2.00	6.50	0.30
CONFERENCE SEMINARS :	5	1.50	3.25	0.16
OTHER :	4	1.00	0.75	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.50	0.75	0.04
POST INITIATED :	1	0.50	0.50	0.03
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	5	1.00	0.00	0.02
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.50	0.25	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.00	0.25	0.01
OTHER DEPARTMENT :	6	0.00	0.50	0.02
PROVINCES/MUNICIPALITIES :	10	0.50	0.50	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		31.00	2.25	0.71
LEAVE, PROFESSIONAL DEVELOP :		25.00	15.75	1.13
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 67  
FROM TERRIT : 42

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 4