

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	889	30.00	13.33	2.60
FROM TERRITORIES :	654	5.83	20.00	1.55
B.VISITS TO CLIENTS IN TERRITORY :	44	1.66	8.33	0.60
C.EXPORT/TRADE/POLICY FAIRS :	10	1.66	1.66	0.20
PROJECTS AND EVENTS MISSIONS :	5	3.33	3.33	0.40
CONFERENCE SEMINARS :	22	2.50	5.00	0.45
OTHER :	8	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	22	1.66	0.00	0.10
POST INITIATED :	0	3.33	3.33	0.40
E.COMMUNICATIONS ACTIVITIES :	10	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	12	0.83	0.00	0.05
FROM TERRITORIES :	15	1.66	0.00	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	36	0.00	1.66	0.10
HOST GOVERNMENT :	62	1.66	3.33	0.30
OTHER DEPARTMENT :	27	0.00	0.83	0.05
PROVINCES/MUNICIPALITIES :	33	3.33	0.83	0.25
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.33	1.66	0.60
LEAVE, PROFESSIONAL DEVELOP :		15.00	3.33	1.10
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		16.66	33.33	3.00
***** TOTALS *****		99.94	99.95	12.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 500
FROM TERRIT : 500

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 6
- LOCALLY-ENGAGED : 6