

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1359	22.66	22.14	2.91
FROM TERRITORIES :	743	6.00	13.57	1.31
B.VISITS TO CLIENTS IN TERRITORY :	156	6.83	4.42	0.72
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	12	0.66	3.42	0.28
MISSIONS :	11	3.33	7.85	0.75
CONFERENCE SEMINARS :	15	4.33	3.14	0.48
OTHER :	20	8.66	3.42	0.76
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	0.83	0.14	0.06
POST INITIATED :	40	2.16	2.57	0.31
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	23	0.83	0.00	0.05
FROM TERRITORIES :	29	1.00	0.71	0.11
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.33	0.85	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	43	2.33	1.00	0.21
HOST GOVERNMENT :	78	4.66	3.14	0.50
OTHER DEPARTMENT :	80	3.50	1.85	0.34
PROVINCES/MUNICIPALITIES :	21	4.16	0.71	0.30
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.00	0.28	0.26
LEAVE, PROFESSIONAL DEVELOP :		5.33	2.14	0.47
K.SERVICE TO OTHER MISSION PROGRAMS :		1.66	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		16.66	28.57	3.00
***** TOTALS *****		99.92	99.92	13.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 191
FROM TERRIT : 487

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 49

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 6
- LOCALLY-ENGAGED : 7