

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	382	17.50	19.75	1.93
FROM TERRITORIES :	259	12.50	4.37	0.60
B. VISITS TO CLIENTS IN TERRITORY :	137	20.00	4.75	0.78
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	12	1.50	3.37	0.30
MISSIONS :	7	4.00	6.37	0.59
CONFERENCE SEMINARS :	14	4.00	2.25	0.26
OTHER :	6	2.00	0.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	1.00	0.12	0.03
POST INITIATED :	9	6.00	0.12	0.13
E. COMMUNICATIONS ACTIVITIES :	2	2.00	0.00	0.04
F. INVESTMENT ENQUIRIES FROM CANADA :	3	0.50	0.37	0.04
FROM TERRITORIES :	19	1.50	0.62	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.12	0.01
CONNECTIONS ARRANGED :	2	0.50	0.00	0.01
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		4.00	2.00	0.24
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	0.12	0.01
HOST GOVERNMENT :	5	2.00	0.12	0.05
OTHER DEPARTMENT :	21	3.00	0.37	0.09
PROVINCES/MUNICIPALITIES :	20	3.00	0.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.00	2.12	0.39
LEAVE, PROFESSIONAL DEVELOP :		3.00	3.00	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	50.00	4.00
***** TOTALS *****		100.00	99.94	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	97
FROM TERRIT :	62
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	276
FROM TERRIT :	173

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	6
--	---

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	8