

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	502	20.00	21.62	2.13
FROM TERRITORIES :	205	12.50	5.62	0.70
B.VISITS TO CLIENTS IN TERRITORY :	90	20.00	2.37	0.59
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	1.50	2.87	0.26
MISSIONS :	6	1.50	2.12	0.20
CONFERENCE SEMINARS :	6	2.50	1.00	0.13
OTHER :	8	4.50	0.00	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.02
POST INITIATED :	19	7.00	0.62	0.19
E.COMMUNICATIONS ACTIVITIES :	4	2.00	0.00	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	6	0.50	0.25	0.03
FROM TERRITORIES :	22	2.00	0.50	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.50	0.00	0.01
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.50	0.87	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	12	0.50	0.50	0.05
HOST GOVERNMENT :	1	0.50	0.00	0.01
OTHER DEPARTMENT :	5	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	39	5.00	0.87	0.17
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.50	4.25	0.57
LEAVE, PROFESSIONAL DEVELOP :		5.50	6.37	0.62
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.12	0.01
L.TOURISM PROGRAM ACTIVITIES :		0.00	50.00	4.00
***** TOTALS *****		100.00	99.95	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 123
FROM TERRIT : 50
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 198
FROM TERRIT : 235

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 8

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