

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	981	24.00	33.00	2.85
FROM TERRITORIES :	593	6.00	15.00	1.05
B.VISITS TO CLIENTS IN TERRITORY :	99	4.00	6.00	0.50
C.EXPORT/TRADE/POLICY FAIRS :	12	2.00	9.00	0.55
PROJECTS AND EVENTS MISSIONS :	7	0.00	8.00	0.40
CONFERENCE SEMINARS :	25	7.00	7.00	0.70
OTHER :	3	8.00	0.00	0.40
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	4.00	0.00	0.20
POST INITIATED :	133	7.00	2.00	0.45
E.COMMUNICATIONS ACTIVITIES :	12	3.00	0.00	0.15
F.INVESTMENT ENQUIRIES FROM CANADA :	7	0.00	0.00	0.00
FROM TERRITORIES :	22	1.00	0.00	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	5.00	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	10	2.00	0.00	0.10
HOST GOVERNMENT :	19	2.00	0.00	0.10
OTHER DEPARTMENT :	75	4.00	8.00	0.60
PROVINCES/MUNICIPALITIES :	7	1.00	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	4.00	0.95
LEAVE, PROFESSIONAL DEVELOP :		8.00	3.00	0.55
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.05
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 190  
FROM TERRIT : 70

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5  
- LOCALLY-ENGAGED : 5