

29/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	499	24.50	17.37	1.88
FROM TERRITORIES :	122	6.00	4.00	0.44
B.VISITS TO CLIENTS IN TERRITORY :	147	9.50	6.37	0.70
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	13	0.50	6.75	0.55
MISSIONS :	8	3.50	1.12	0.16
CONFERENCE SEMINARS :	4	0.50	0.12	0.02
OTHER :	3	0.00	6.87	0.55
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	0.12	0.01
POST INITIATED :	2	1.50	0.50	0.07
E.COMMUNICATIONS ACTIVITIES :	1	0.00	1.75	0.14
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	2	0.50	0.00	0.01
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 :		1.50	1.62	0.16
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.12	0.01
HOST GOVERNMENT :	9	1.50	0.50	0.07
OTHER DEPARTMENT :	10	1.50	0.37	0.06
PROVINCES/MUNICIPALITIES :	20	2.50	0.50	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		45.00	0.25	0.92
LEAVE, PROFESSIONAL DEVELOP :		1.00	1.62	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	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 :	38
	FROM TERRIT :	9
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	163
	FROM TERRIT :	162
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		9
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	8