

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/03/25

FOR QUARTER 3 OF FISCAL YEAR 1990

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	762	30.00	13.33	2.60
FROM TERRITORIES :	598	6.66	18.33	1.50
B. VISITS TO CLIENTS IN TERRITORY :	54	1.66	1.66	0.20
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	1.66	1.66	0.20
MISSIONS :	5	3.33	3.33	0.40
CONFERENCE SEMINARS :	22	3.33	3.33	0.40
OTHER :	8	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	22	1.66	0.00	0.10
POST INITIATED :	0	3.33	3.33	0.40
E. COMMUNICATIONS ACTIVITIES :	10	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	23	1.66	0.00	0.10
FROM TERRITORIES :	18	1.66	0.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	6.66	0.40
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	39	0.00	1.66	0.10
HOST GOVERNMENT :	87	1.66	3.33	0.30
OTHER DEPARTMENT :	33	0.00	3.33	0.20
PROVINCES/MUNICIPALITIES :	33	3.33	1.66	0.30
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.33	1.66	0.60
LEAVE, PROFESSIONAL DEVELOP :		15.00	3.33	1.10
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		16.66	33.33	3.00
***** TOTALS *****		99.93	99.93	12.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 487
FROM TERRIT : 605

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

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