

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	512	13.50	41.00	1.91
FROM TERRITORIES :	260	16.00	10.50	0.74
B. VISITS TO CLIENTS IN TERRITORY :	80	0.00	7.00	0.28
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	1.00	0.75	0.05
MISSIONS :	8	3.00	20.50	0.88
CONFERENCE SEMINARS :	2	1.50	0.50	0.05
OTHER :	2	1.50	1.25	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	2	0.50	0.00	0.01
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	3	0.50	0.00	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.50	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.75	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.50	0.00	0.01
HOST GOVERNMENT :	3	0.00	0.00	0.00
OTHER DEPARTMENT :	1	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	5	0.50	0.50	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		32.50	0.00	0.65
LEAVE, PROFESSIONAL DEVELOP :		28.50	14.25	1.14
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4