

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	572	17.00	22.25	2.12
FROM TERRITORIES :	275	12.00	6.00	0.72
B. VISITS TO CLIENTS IN TERRITORY :	72	5.50	4.12	0.44
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	0.50	6.50	0.53
MISSIONS :	6	0.50	7.50	0.61
CONFERENCE SEMINARS :	4	1.00	0.00	0.02
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	2	10.00	0.00	0.20
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	4	0.50	0.00	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	1.00	0.00	0.02
CONNECTIONS ARRANGED :	2	7.50	0.00	0.15
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.00	0.25	0.02
OTHER DEPARTMENT :	6	0.00	1.25	0.10
PROVINCES/MUNICIPALITIES :	14	0.00	1.12	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		39.50	0.00	0.79
LEAVE, PROFESSIONAL DEVELOP :		5.00	1.00	0.18
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	50.00	4.00
***** TOTALS *****		100.00	99.99	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 184
FROM TERRIT : 165

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

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