

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	531	18.00	19.50	1.92
FROM TERRITORIES :	229	18.00	4.75	0.74
B. VISITS TO CLIENTS IN TERRITORY :	120	8.50	3.75	0.47
C. EXPORT/TRADE/POLICY FAIRS :	6	1.00	0.75	0.08
PROJECTS AND EVENTS MISSIONS :	13	2.50	8.87	0.76
CONFERENCE SEMINARS :	9	4.50	0.37	0.12
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	0.50	1.00	0.09
POST INITIATED :	11	9.50	4.75	0.57
E. COMMUNICATIONS ACTIVITIES :	2	0.50	0.12	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	2	0.50	0.00	0.01
FROM TERRITORIES :	4	0.50	0.00	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.00	0.62	0.05
OTHER DEPARTMENT :	1	0.50	0.37	0.04
PROVINCES/MUNICIPALITIES :	7	0.00	1.37	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		26.50	0.25	0.55
LEAVE, PROFESSIONAL DEVELOP :		3.00	3.50	0.34
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	99.97	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 80

FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 0

FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 15

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2

-LOCALLY ENGAGED : 8