

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : SEATTLE

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME PERSON-QTR |
|---|--------|----------------|---------|--------------------------|
| | | CANADA | LOC-ENG | |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 737 | 18.50 | 34.00 | 1.73 |
| FROM TERRITORIES : | 462 | 16.50 | 8.50 | 0.67 |
| B.VISITS TO CLIENTS IN TERRITORY : | 60 | 8.50 | 3.25 | 0.30 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS : | 37 | 2.50 | 30.25 | 1.26 |
| MISSIONS : | 8 | 1.50 | 4.25 | 0.20 |
| CONFERENCE SEMINARS : | 5 | 2.00 | 1.75 | 0.11 |
| OTHER : | 4 | 0.50 | 1.75 | 0.08 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 2 | 0.50 | 0.75 | 0.04 |
| POST INITIATED : | 1 | 7.00 | 0.00 | 0.14 |
| E.COMMUNICATIONS ACTIVITIES : | 5 | 1.00 | 0.00 | 0.02 |
| 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 : | | 0.00 | 0.00 | 0.00 |
| I.SERVICE REQUESTS FM GOV'T SOURCES NGO : | 3 | 0.50 | 0.00 | 0.01 |
| HOST GOVERNMENT : | 4 | 0.00 | 0.25 | 0.01 |
| OTHER DEPARTMENT : | 11 | 0.00 | 0.75 | 0.03 |
| PROVINCES/MUNICIPALITIES : | 2 | 0.00 | 0.25 | 0.01 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 35.50 | 0.00 | 0.71 |
| LEAVE, PROFESSIONAL DEVELOP : | | 5.00 | 14.25 | 0.67 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 0.00 | 0.00 | 0.00 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 6.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 95
FROM TERRIT : 40

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 18

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