

21/02/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1490	18.00	24.28	2.60
FROM TERRITORIES :	1180	10.60	9.14	1.17
B. VISITS TO CLIENTS IN TERRITORY :	141	5.40	2.57	0.45
C. EXPORT/TRADE/POLICY FAIRS :	9	4.20	3.28	0.44
PROJECTS AND EVENTS MISSIONS :	10	3.80	3.00	0.40
CONFERENCE SEMINARS :	21	3.40	1.28	0.26
OTHER :	19	1.20	0.71	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.20	0.28	0.03
POST INITIATED :	16	6.60	1.57	0.44
E. COMMUNICATIONS ACTIVITIES :	37	2.20	0.14	0.12
F. INVESTMENT ENQUIRIES FROM CANADA :	25	1.40	0.00	0.07
FROM TERRITORIES :	30	2.80	0.00	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	12	0.20	0.00	0.01
CONNECTIONS ARRANGED :	10	0.40	0.00	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.40	2.00	0.16
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	19	0.60	0.00	0.03
HOST GOVERNMENT :	23	2.20	0.71	0.16
OTHER DEPARTMENT :	37	2.80	1.28	0.23
PROVINCES/MUNICIPALITIES :	35	3.60	0.28	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		22.00	3.42	1.34
LEAVE, PROFESSIONAL DEVELOP :		4.20	3.14	0.43
K. SERVICE TO OTHER MISSION PROGRAMS :		3.80	0.00	0.19
L. TOURISM PROGRAM ACTIVITIES :		0.00	42.85	3.00
***** TOTALS *****		100.00	99.93	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	42
FROM TERRIT :	28
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	316
FROM TERRIT :	287

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	8
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	7