

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	942	16.66	21.42	2.50
FROM TERRITORIES :	637	9.16	14.28	1.55
B.VISITS TO CLIENTS IN TERRITORY :	160	5.83	3.57	0.60
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	0.00	0.00	0.00
MISSIONS :	4	3.33	7.14	0.70
CONFERENCE SEMINARS :	6	3.33	0.00	0.20
OTHER :	83	5.00	8.57	0.90
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	0.00	0.00	0.00
POST INITIATED :	43	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	2	3.33	0.00	0.20
F.INVESTMENT ENQUIRIES				
FROM CANADA :	38	13.33	7.14	1.30
FROM TERRITORIES :	2	6.66	5.00	0.75
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.66	0.00	0.40
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	29	5.00	10.00	1.00
HOST GOVERNMENT :	38	5.00	8.57	0.90
OTHER DEPARTMENT :	245	8.33	5.71	0.90
PROVINCES/MUNICIPALITIES :	36	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		8.33	5.71	0.90
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	2.85	0.20
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	99.96	13.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 288
 FROM TERRIT : 145
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 110
 FROM TERRIT : 89

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 25

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 6
 -LOCALLY ENGAGED : 7