

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1110	32.00	26.00	2.58
FROM TERRITORIES :	687	8.00	26.00	1.62
B.VISITS TO CLIENTS IN TERRITORY :	121	8.00	4.00	0.52
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	15	4.00	7.00	0.51
MISSIONS :	6	4.00	4.00	0.36
CONFERENCE SEMINARS :	23	4.00	6.00	0.46
OTHER :	5	3.00	3.00	0.27
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	27	2.00	4.00	0.28
POST INITIATED :	70	3.00	7.00	0.47
E.COMMUNICATIONS ACTIVITIES :	15	2.00	1.00	0.13
F.INVESTMENT ENQUIRIES FROM CANADA :	3	0.00	0.00	0.00
FROM TERRITORIES :	24	2.00	0.00	0.08
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	1.00	0.13
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	21	2.00	0.00	0.08
HOST GOVERNMENT :	23	1.00	3.00	0.19
OTHER DEPARTMENT :	97	4.00	3.00	0.31
PROVINCES/MUNICIPALITIES :	30	4.00	1.00	0.21
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	3.00	0.47
LEAVE, PROFESSIONAL DEVELOP :		7.00	1.00	0.33
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 46
FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 5