

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 : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	475	17.50	20.37	1.98
FROM TERRITORIES :	192	14.50	4.25	0.63
B. VISITS TO CLIENTS IN TERRITORY :	100	18.50	3.50	0.65
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	1.00	1.37	0.13
MISSIONS :	2	0.00	1.62	0.13
CONFERENCE SEMINARS :	5	1.00	0.25	0.04
OTHER :	8	3.00	1.50	0.18
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.50	0.37	0.08
POST INITIATED :	11	1.50	2.00	0.19
E. COMMUNICATIONS ACTIVITIES :	3	1.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	1.00	0.25	0.04
FROM TERRITORIES :	8	1.00	0.12	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	1.00	0.12	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	2.62	0.21
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	6.50	0.00	0.13
HOST GOVERNMENT :	3	1.50	0.12	0.04
OTHER DEPARTMENT :	1	0.50	0.00	0.01
PROVINCES/MUNICIPALITIES :	18	1.50	0.25	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	1.37	0.43
LEAVE, PROFESSIONAL DEVELOP :		9.00	9.87	0.97
K. SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.00	0.03
L. TOURISM PROGRAM ACTIVITIES :		0.00	50.00	4.00
***** TOTALS *****		100.00	99.95	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 24  
 FROM TERRIT : 30  
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 97  
 FROM TERRIT : 91

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 12

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 2  
 -LOCALLY ENGAGED : 8