

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 : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	393	18.00	22.12	2.13
FROM TERRITORIES :	136	17.50	2.62	0.56
B. VISITS TO CLIENTS IN TERRITORY :	61	16.50	3.75	0.63
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	23	3.50	5.37	0.50
MISSIONS :	9	3.00	3.00	0.30
CONFERENCE SEMINARS :	4	1.50	0.25	0.05
OTHER :	1	1.50	0.00	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	0.12	0.03
POST INITIATED :	34	1.00	0.87	0.09
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	1.50	0.00	0.03
FROM TERRITORIES :	7	1.00	0.25	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.50	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.50	0.87	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.00	0.25	0.02
HOST GOVERNMENT :	7	0.00	0.37	0.03
OTHER DEPARTMENT :	14	0.50	0.37	0.04
PROVINCES/MUNICIPALITIES :	9	1.00	0.75	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		26.50	0.25	0.55
LEAVE, PROFESSIONAL DEVELOP :		5.00	8.75	0.80
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	50.00	4.00
***** TOTALS *****		100.00	99.96	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	33
	FROM TERRIT :	1
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	152
	FROM TERRIT :	45
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		9
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	8