

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	883	29.00	26.00	1.65
FROM CANADA :	883	29.00	26.00	1.65
FROM TERRITORIES :	620	16.00	16.00	0.96
B. VISITS TO CLIENTS IN TERRITORY	93	9.00	4.00	0.39
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	6.00	20.00	0.78
MISSIONS :	5	3.00	6.00	0.27
CONFERENCE SEMINARS :	8	2.00	4.00	0.18
OTHER :	8	0.00	4.00	0.12
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	7	0.00	2.00	0.06
POST INITIATED :	36	7.00	4.00	0.33
E. COMMUNICATIONS ACTIVITIES	7	0.00	3.00	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	19	6.00	0.00	0.18
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		0.00	6.00	0.18
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	15	3.00	0.00	0.09
OTHER DEPARTMENT :	14	0.00	2.00	0.06
PROVINCES/MUNICIPALITIES :	12	0.00	1.00	0.03
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		12.00	1.00	0.39
LEAVE, PROFESSIONAL DEVELOP :		7.00	1.00	0.24
K. SERVICE TO OTHER MISSION PROGRAMS		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 97
FROM TERRIT : 17

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 3