

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1993

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1420	18.60	20.28	2.35
FROM TERRITORIES :	845	11.00	9.28	1.20
B. VISITS TO CLIENTS IN TERRITORY :	95	8.80	3.14	0.66
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	20	3.60	4.00	0.46
MISSIONS :	12	5.40	2.42	0.44
CONFERENCE SEMINARS :	15	10.20	2.57	0.69
OTHER :	22	3.60	6.28	0.62
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	4.40	0.57	0.26
POST INITIATED :	20	5.60	3.71	0.54
E. COMMUNICATIONS ACTIVITIES :	46	2.40	0.71	0.17
F. INVESTMENT ENQUIRIES				
FROM CANADA :	16	2.00	0.00	0.10
FROM TERRITORIES :	16	1.80	0.00	0.09
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	18	1.00	0.00	0.05
CONNECTIONS ARRANGED :	10	0.80	0.00	0.04
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.40	1.14	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	18	0.60	0.00	0.03
HOST GOVERNMENT :	11	1.60	0.28	0.10
OTHER DEPARTMENT :	30	2.20	0.57	0.15
PROVINCES/MUNICIPALITIES :	47	0.60	0.71	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.80	0.71	0.64
LEAVE, PROFESSIONAL DEVELOP :		1.20	0.71	0.11
K. SERVICE TO OTHER MISSION PROGRAMS :		0.40	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	42.85	3.00
***** TOTALS *****		100.00	99.93	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 54
FROM TERRIT : 251

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 213
FROM TERRIT : 274

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 53

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 5
-LOCALLY ENGAGED : 7