

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : SEATTLE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	685	21.00	56.75	2.69
FROM TERRITORIES :	267	19.00	5.00	0.58
B.VISITS TO CLIENTS IN TERRITORY :	171	8.00	6.00	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	23	0.00	7.50	0.30
MISSIONS :	11	2.50	5.50	0.27
CONFERENCE SEMINARS :	7	3.00	1.25	0.11
OTHER :	9	4.50	1.25	0.14
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	1.00	0.00	0.02
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	0.25	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.25	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.00	0.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	0.00	1.00	0.04
OTHER DEPARTMENT :	6	0.00	1.00	0.04
PROVINCES/MUNICIPALITIES :	3	0.00	0.50	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		28.50	0.00	0.57
LEAVE, PROFESSIONAL DEVELOP :		6.00	13.75	0.67
K.SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.01
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 109
FROM TERRIT : 41

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 4