

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	984	24.50	42.00	2.24
FROM TERRITORIES :	529	8.25	11.66	0.68
B. VISITS TO CLIENTS IN TERRITORY	169	5.25	9.33	0.49
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	5	4.00	3.33	0.26
MISSIONS :	3	0.50	0.00	0.02
OTHER :	14	7.00	3.66	0.39
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	36	15.25	5.00	0.76
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	5	0.00	0.33	0.01
FROM TERRITORIES :	68	1.50	1.33	0.10
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	0	0.00	0.33	0.01
CONNECTIONS ARRANGED :	1	0.25	0.00	0.01
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA :	4	3.25	2.66	0.21
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	2	2.25	0.66	0.11
FROM OTHER GOV'T SOURCES- CONTACTS :	49	3.00	2.00	0.18
- REPORTS :	1	0.00	0.00	0.00
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		15.75	3.33	0.73
LEAVE, PROFESSIONAL DEVELOP :		7.00	6.66	0.48
J. SERVICE TO OTHER MISSION PROGRAMS :		2.25	7.66	0.32
***** TOTALS *****		100.00	99.94	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 179
FROM TERRIT : 203

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 18

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3