

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	923	20.60	29.60	2.51
FROM TERRITORIES :	572	6.20	17.40	1.18
B.VISITS TO CLIENTS IN TERRITORY :	174	8.60	9.00	0.88
C.EXPORT/TRADE/POLICY FAIRS :	18	4.80	6.80	0.58
PROJECTS AND EVENTS MISSIONS :	15	5.20	2.80	0.40
CONFERENCE SEMINARS :	18	6.20	0.20	0.32
OTHER :	13	1.00	1.80	0.14
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	43	2.80	3.60	0.32
POST INITIATED :	150	13.40	9.60	1.15
E.COMMUNICATIONS ACTIVITIES :	19	1.40	2.20	0.18
F.INVESTMENT ENQUIRIES FROM CANADA :	5	0.40	0.20	0.03
FROM TERRITORIES :	74	1.60	0.40	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.20	0.00	0.01
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.60	4.60	0.26
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	11	0.80	0.40	0.06
HOST GOVERNMENT :	58	2.20	0.80	0.15
OTHER DEPARTMENT :	93	3.80	1.40	0.26
PROVINCES/MUNICIPALITIES :	48	1.60	1.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.20	4.40	0.83
LEAVE, PROFESSIONAL DEVELOP :		6.00	3.00	0.45
K.SERVICE TO OTHER MISSION PROGRAMS :		0.40	0.80	0.06
***** TOTALS *****		100.00	100.00	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 235
FROM TERRIT : 345

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 39

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