

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : WASHINGTON

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1609	15.00	23.42	2.39
FROM TERRITORIES :	992	9.20	8.71	1.07
B.VISITS TO CLIENTS IN TERRITORY :	136	5.00	3.14	0.47
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	19	2.80	4.85	0.48
MISSIONS :	20	7.80	2.85	0.59
CONFERENCE SEMINARS :	23	4.80	2.57	0.42
OTHER :	30	3.20	3.85	0.43
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.00	0.14	0.06
POST INITIATED :	20	15.60	1.00	0.85
E.COMMUNICATIONS ACTIVITIES :	82	0.60	0.14	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	16	1.00	0.00	0.05
FROM TERRITORIES :	35	5.00	0.00	0.25
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	15	0.40	0.00	0.02
CONNECTIONS ARRANGED :	20	0.80	0.00	0.04
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		8.20	2.42	0.58
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	30	0.20	0.14	0.02
HOST GOVERNMENT :	15	0.40	0.14	0.03
OTHER DEPARTMENT :	36	1.00	1.28	0.14
PROVINCES/MUNICIPALITIES :	24	0.60	0.57	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.40	0.42	0.60
LEAVE, PROFESSIONAL DEVELOP :		6.00	1.42	0.40
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	42.85	3.00
***** TOTALS *****		100.00	99.91	12.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	80
FROM TERRIT :	117
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	225
FROM TERRIT :	202
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	22
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	7