

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : WASHINGTON

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1314	29.00	28.00	2.57
FROM TERRITORIES :	748	9.00	14.00	1.01
B. VISITS TO CLIENTS IN TERRITORY :	128	7.00	6.00	0.59
C. EXPORT/TRADE/POLICY FAIRS :	19	3.00	7.00	0.43
PROJECTS AND EVENTS MISSIONS :	9	4.00	3.00	0.32
CONFERENCE SEMINARS :	17	6.00	3.00	0.42
OTHER :	6	3.00	1.00	0.19
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	32	2.00	3.00	0.22
POST INITIATED :	66	3.00	9.00	0.51
E. COMMUNICATIONS ACTIVITIES :	10	1.00	1.00	0.09
F. INVESTMENT ENQUIRIES FROM CANADA :	6	0.00	0.00	0.00
FROM TERRITORIES :	17	1.00	0.00	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	0.00	0.00	0.00
CONNECTIONS ARRANGED :	3	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.00	11.00	0.74
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	24	1.00	1.00	0.09
HOST GOVERNMENT :	26	1.00	2.00	0.13
OTHER DEPARTMENT :	36	2.00	3.00	0.22
PROVINCES/MUNICIPALITIES :	17	1.00	3.00	0.17
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	4.00	0.96
LEAVE, PROFESSIONAL DEVELOP :		5.00	1.00	0.29
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 121
FROM TERRIT : 43

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 23

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5
- LOCALLY-ENGAGED : 4