

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : SEATTLE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	437	13.66	28.71	2.42
FROM TERRITORIES :	152	9.33	2.28	0.44
B. VISITS TO CLIENTS IN TERRITORY :	25	3.66	3.14	0.33
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	18	0.00	5.14	0.36
MISSIONS :	21	0.66	6.85	0.50
CONFERENCE SEMINARS :	4	3.33	0.00	0.10
OTHER :	2	2.66	0.57	0.12
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	3	0.00	0.14	0.01
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	0.00	0.00
FROM TERRITORIES :	2	0.00	0.14	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.71	0.14
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	3	0.00	0.28	0.02
OTHER DEPARTMENT :	2	0.00	0.57	0.04
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		23.66	0.14	0.72
LEAVE, PROFESSIONAL DEVELOP :		2.66	6.85	0.56
K. SERVICE TO OTHER MISSION PROGRAMS :		4.00	1.57	0.23
L. TOURISM PROGRAM ACTIVITIES :		33.33	42.85	4.00
***** TOTALS *****		99.95	99.94	10.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 65
FROM TERRIT : 15

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 7