

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	429	12.66	32.33	1.35
FROM TERRITORIES :	261	10.33	25.00	1.06
B. VISITS TO CLIENTS IN TERRITORY :	83	8.66	9.33	0.54
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	3.33	2.66	0.18
MISSIONS :	5	15.00	8.66	0.71
CONFERENCE SEMINARS :	2	0.00	2.00	0.06
OTHER :	1	0.66	1.66	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.66	5.00	0.23
POST INITIATED :	13	8.33	5.33	0.41
E. COMMUNICATIONS ACTIVITIES :	12	1.66	1.33	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	0.33	0.33	0.02
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 :		5.00	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	2	1.33	0.33	0.05
OTHER DEPARTMENT :	4	7.66	0.00	0.23
PROVINCES/MUNICIPALITIES :	3	4.66	0.00	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.33	2.00	0.28
LEAVE, PROFESSIONAL DEVELOP :		5.33	0.00	0.16
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	4.00	0.27
***** TOTALS *****		99.93	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 70
FROM TERRIT : 66

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

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