

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : BERNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
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A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	253	15.00	22.00	0.74
FROM TERRITORIES :	486	12.50	27.00	0.79
B. VISITS TO CLIENTS IN TERRITORY :	93	13.50	10.00	0.47
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	2.00	3.50	0.11
MISSIONS :	2	1.00	3.00	0.08
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	8	2.50	1.50	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	18	3.00	10.00	0.26
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	11	3.00	0.00	0.06
FROM TERRITORIES :	102	5.00	0.50	0.11
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	13	3.50	3.50	0.14
CONNECTIONS ARRANGED :	11	1.00	1.00	0.04
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	1.50	0.11
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	13	3.50	1.50	0.10
HOST GOVERNMENT :	1	0.00	0.50	0.01
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.00	6.50	0.51
LEAVE, PROFESSIONAL DEVELOP :		6.50	8.00	0.29
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 68  
FROM TERRIT : 165

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 2