

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	470	7.50	28.00	0.43
FROM TERRITORIES :	1041	10.00	37.00	0.57
B.VISITS TO CLIENTS IN TERRITORY :	90	10.50	2.00	0.23
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	0.00	9.00	0.09
MISSIONS :	4	5.00	2.00	0.12
CONFERENCE SEMINARS :	6	17.50	1.00	0.36
OTHER :	1	2.00	0.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	5.00	4.00	0.14
POST INITIATED :	13	3.50	0.00	0.07
E.COMMUNICATIONS ACTIVITIES :	9	2.00	0.00	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	14	0.00	0.00	0.00
FROM TERRITORIES :	112	5.00	1.00	0.11
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	36	2.50	1.00	0.06
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	8	1.00	0.00	0.02
OTHER DEPARTMENT :	9	3.00	0.00	0.06
PROVINCES/MUNICIPALITIES :	17	3.00	0.00	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	2.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		5.00	13.00	0.23
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 190
FROM TERRIT : 145

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 1