

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1990

91/03/25

POST : BOGOTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	500	15.00	25.00	0.90
FROM TERRITORIES :	275	15.00	15.00	0.60
B.VISITS TO CLIENTS IN TERRITORY :	125	0.00	5.00	0.15
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	10.00	6.66	0.30
MISSIONS :	7	10.00	6.66	0.30
CONFERENCE SEMINARS :	5	5.00	3.33	0.15
OTHER :	6	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	10.00	3.33	0.20
POST INITIATED :	8	10.00	5.00	0.25
E.COMMUNICATIONS ACTIVITIES :	11	5.00	1.66	0.10
F.INVESTMENT ENQUIRIES				
FROM CANADA :	1	0.00	1.66	0.05
FROM TERRITORIES :	4	0.00	1.66	0.05
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'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.00	3.33	0.10
OTHER DEPARTMENT :	2	0.00	1.66	0.05
PROVINCES/MUNICIPALITIES :	2	0.00	1.66	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		5.00	8.33	0.30
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	10.00	0.35
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.94	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 81
FROM TERRIT : 90

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 3