

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST	: BONN	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	: 149	11.66	11.00	0.79
	FROM TERRITORIES	: 203	8.33	11.00	0.69
B. VISITS TO CLIENTS IN TERRITORY		: 65	13.33	10.00	0.80
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	: 2	0.00	5.50	0.22
	MISSIONS	: 4	0.00	3.75	0.15
	CONFERENCE SEMINARS	: 3	3.33	4.00	0.26
	OTHER	: 7	3.66	4.50	0.29
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	: 6	0.66	0.50	0.04
	POST INITIATED	: 24	4.33	2.50	0.23
E. COMMUNICATIONS ACTIVITIES		: 7	4.33	2.00	0.21
F. INVESTMENT ENQUIRIES	FROM CANADA	: 28	3.33	2.50	0.20
	FROM TERRITORIES	: 79	3.33	6.25	0.35
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		: 65	0.00	5.75	0.23
	CONNECTIONS ARRANGED	: 57	0.00	6.00	0.24
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		: 5.00		1.25	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	: 11	0.33	2.25	0.10
	HOST GOVERNMENT	: 9	0.33	1.50	0.07
	OTHER DEPARTMENT	: 12	2.33	2.75	0.18
	PROVINCES/MUNICIPALITIES	: 18	2.00	2.00	0.14
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	: 21.66		6.75	0.92
	LEAVE, PROFESSIONAL DEVELOP	: 10.33		7.50	0.61
K. SERVICE TO OTHER MISSION PROGRAMS		: 1.66		0.75	0.08
L. TOURISM PROGRAM ACTIVITIES		: 0.00		0.00	0.00
***** TOTALS *****			99.93	100.00	7.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 10			
	FROM TERRIT	: 5			
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 94			
	FROM TERRIT	: 126			
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 4			
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 3			
	-LOCALLY ENGAGED	: 4			