

09/09/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : BERNE

|  | NUMBER | % OFFICER-TIME |         | TOTAL-TIME |
|--|--------|----------------|---------|------------|
|  |        | CANADA         | LOC-ENG | PERSON-QTR |
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :   | 215    | 18.50          | 22.50   | 0.82       |
| FROM TERRITORIES :                               | 297    | 9.00           | 22.50   | 0.63       |
| B. VISITS TO CLIENTS IN TERRITORY :              | 31     | 8.50           | 3.00    | 0.23       |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS       |        |                |         |            |
| FAIRS :  | 1      | 0.00           | 4.50    | 0.09       |
| MISSIONS :                                       | 0      | 0.00           | 0.00    | 0.00       |
| CONFERENCE SEMINARS :                            | 2      | 1.50           | 0.00    | 0.03       |
| OTHER :  | 2      | 0.00           | 0.50    | 0.01       |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :   | 2      | 0.00           | 2.50    | 0.05       |
| POST INITIATED :                                 | 14     | 4.00           | 5.00    | 0.18       |
| E. COMMUNICATIONS ACTIVITIES :                   | 0      | 0.00           | 0.00    | 0.00       |
| F. INVESTMENT ENQUIRIES                          |        |                |         |            |
| FROM CANADA :                                    | 24     | 6.00           | 1.00    | 0.14       |
| FROM TERRITORIES :                               | 41     | 8.50           | 0.00    | 0.17       |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 5      | 0.50           | 3.50    | 0.08       |
| CONNECTIONS ARRANGED :                           | 3      | 0.50           | 1.50    | 0.04       |
| H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST : |        | 14.00          | 0.00    | 0.28       |
| I. SERVICE REQUESTS FM GOV'T SOURCES             |        |                |         |            |
| NGO :  | 0      | 0.00           | 0.00    | 0.00       |
| HOST GOVERNMENT :                                | 2      | 0.00           | 1.00    | 0.02       |
| OTHER DEPARTMENT :                               | 14     | 1.00           | 4.00    | 0.10       |
| PROVINCES/MUNICIPALITIES :                       | 6      | 0.50           | 1.00    | 0.03       |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : |        | 7.50           | 4.50    | 0.24       |
| LEAVE, PROFESSIONAL DEVELOP :                    |        | 10.00          | 23.00   | 0.66       |
| K. SERVICE TO OTHER MISSION PROGRAMS :           |        | 7.50           | 0.00    | 0.15       |
| L. TOURISM PROGRAM ACTIVITIES :                  |        | 2.50           | 0.00    | 0.05       |
| ***** TOTALS *****                               |        | 100.00         | 100.00  | 4.00       |

|  |                    |    |
|--|--------------------|----|
| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)  | FROM CANADA :      | 23 |
|  | FROM TERRIT :      | 15 |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA :      | 70 |
|  | FROM TERRIT :      | 31 |
| NUMBER OF PEMD APPLICATIONS COMMENTED ON :   |                    | 7  |
| NUMBER OF OCCUPIED OFFICER POSITIONS         | -CANADA BASED :    | 2  |
|  | -LOCALLY ENGAGED : | 2  |