

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : MUNICH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	126	8.00	12.00	0.40
FROM TERRITORIES :	82	1.00	16.00	0.34
B.VISITS TO CLIENTS IN TERRITORY :	37	5.00	14.00	0.38
C.EXPORT/TRADE/POLICY FAIRS :	7	2.00	13.00	0.30
PROJECTS AND EVENTS MISSIONS :	3	2.00	0.00	0.04
CONFERENCE SEMINARS :	3	5.00	0.00	0.10
OTHER :	1	6.00	4.00	0.20
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	2	3.00	0.00	0.06
POST INITIATED :	4	0.00	5.00	0.10
E.COMMUNICATIONS ACTIVITIES :	2	3.00	0.00	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	5	1.00	0.00	0.02
FROM TERRITORIES :	16	7.00	4.00	0.22
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	4.00	0.00	0.08
CONNECTIONS ARRANGED :	1	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 :	1	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	11	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	7	0.00	3.00	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		28.00	0.00	0.56
LEAVE, PROFESSIONAL DEVELOP :		10.00	29.00	0.78
K.SERVICE TO OTHER MISSION PROGRAMS :		15.00	0.00	0.30
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 55
FROM TERRIT : 56

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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