

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : MUNICH

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QT
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	165	8.00	12.33	0.61
FROM TERRITORIES :	430	5.00	16.00	0.63
B. VISITS TO CLIENTS IN TERRITORY :	58	4.33	17.66	0.66
C. EXPORT/TRADE/POLICY FAIRS :	10	4.33	16.66	0.63
PROJECTS AND EVENTS MISSIONS :	4	1.33	5.00	0.19
CONFERENCE SEMINARS :	4	5.00	10.00	0.45
OTHER :	8	0.00	3.66	0.11
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.33	0.00	0.01
POST INITIATED :	10	1.66	3.00	0.14
E. COMMUNICATIONS ACTIVITIES :	5	1.33	3.33	0.14
F. INVESTMENT ENQUIRIES FROM CANADA :	4	0.66	0.00	0.02
FROM TERRITORIES :	4	0.66	0.33	0.03
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 :		1.66	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.33	0.00	0.01
HOST GOVERNMENT :	1	2.66	0.00	0.08
OTHER DEPARTMENT :	17	12.66	1.00	0.41
PROVINCES/MUNICIPALITIES :	6	2.66	0.66	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.33	0.00	0.46
LEAVE, PROFESSIONAL DEVELOP :		21.00	10.33	0.94
K. SERVICE TO OTHER MISSION PROGRAMS :		11.00	0.00	0.33
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	99.96	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 3

FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 50

FROM TERRIT : 6

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 30

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 3

-LOCALLY ENGAGED : 3