

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : BERNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	196	9.00	28.00	0.65
FROM TERRITORIES :	260	10.00	20.00	0.50
B.VISITS TO CLIENTS IN TERRITORY :	43	10.00	9.00	0.28
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	0.00	0.50	0.01
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	5.00	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	5.00	0.00	0.05
POST INITIATED :	1	5.00	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	14	5.00	4.00	0.13
F.INVESTMENT ENQUIRIES FROM CANADA :	8	0.00	2.00	0.04
FROM TERRITORIES :	26	1.00	1.50	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.50	0.01
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		15.00	5.00	0.25
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.00	0.50	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	11	2.00	2.00	0.06
PROVINCES/MUNICIPALITIES :	24	3.00	1.50	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	0.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		15.00	20.50	0.56
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.01
L.TOURISM PROGRAM ACTIVITIES :		0.00	5.00	0.10
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	18
FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	65
FROM TERRIT :	163
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2