

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : DUSSELDORF

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	360	14.66	36.33	1.53
FROM TERRITORIES :	312	9.00	25.33	1.03
B. VISITS TO CLIENTS IN TERRITORY :	69	13.33	6.66	0.60
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	28	6.66	15.66	0.67
MISSIONS :	10	5.66	1.66	0.22
CONFERENCE SEMINARS :	4	1.66	0.33	0.06
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	13	3.66	1.00	0.14
E. COMMUNICATIONS ACTIVITIES :	13	5.66	0.00	0.17
F. INVESTMENT ENQUIRIES				
FROM CANADA :	7	0.66	0.00	0.02
FROM TERRITORIES :	8	0.00	0.33	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	1.66	0.05
CONNECTIONS ARRANGED :	4	0.00	0.33	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	1.66	1.66	0.10
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	74	1.66	5.33	0.21
PROVINCES/MUNICIPALITIES :	41	3.00	2.66	0.17
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		16.33	0.00	0.49
LEAVE, PROFESSIONAL DEVELOP :		8.00	1.00	0.27
K. SERVICE TO OTHER MISSION PROGRAMS :		8.33	0.00	0.25
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	99.94	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 91
FROM TERRIT : 29

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 56

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 3