

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : MUNICH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	121	13.33	17.00	0.91
FROM TERRITORIES :	87	3.00	13.00	0.48
B. VISITS TO CLIENTS IN TERRITORY :	55	3.66	15.66	0.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	6.66	12.66	0.58
MISSIONS :	5	4.66	1.66	0.19
CONFERENCE SEMINARS :	1	0.00	1.33	0.04
OTHER :	10	1.66	5.00	0.20
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	15	2.66	9.66	0.37
E. COMMUNICATIONS ACTIVITIES :	11	3.00	0.00	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	1.66	0.33	0.06
FROM TERRITORIES :	6	1.33	1.66	0.09
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	21	0.00	8.33	0.25
CONNECTIONS ARRANGED :	30	0.00	8.33	0.25
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	1.66	0.00	0.05
OTHER DEPARTMENT :	6	1.00	0.33	0.04
PROVINCES/MUNICIPALITIES :	11	2.66	0.33	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		21.66	4.00	0.77
LEAVE, PROFESSIONAL DEVELOP :		16.33	0.33	0.50
K. SERVICE TO OTHER MISSION PROGRAMS :		15.00	0.33	0.46
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	99.94	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	9
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	18
FROM TERRIT :	9

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	23
--------------------------------------------	----

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