

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : BERNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 148	15.00	33.50	0.97
FROM TERRITORIES	: 101	8.50	22.50	0.62
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 10	0.00	2.00	0.04
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 6	32.50	9.00	0.83
MISSIONS	: 6	5.00	4.50	0.19
OTHER	: 2	0.00	1.50	0.03
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 1	0.00	0.50	0.01
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 2	0.00	0.00	0.00
FROM TERRITORIES	: 32	5.00	0.00	0.10
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 27	2.50	2.50	0.10
CONNECTIONS ARRANGED	: 1	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	: 1	1.00	0.00	0.02
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 0	0.50	0.50	0.02
FROM OTHER GOV'T SOURCES- CONTACTS	: 0	12.50	0.00	0.25
- REPORTS	: 8	0.00	3.50	0.07
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		13.50	5.00	0.37
LEAVE, PROFESSIONAL DEVELOP		0.00	14.00	0.28
J. SERVICE TO OTHER MISSION PROGRAMS		4.00	1.00	0.10
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 214  
FROM TERRIT : 19

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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