

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : MUNICH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	90	15.33	22.00	1.12
FROM TERRITORIES :	43	5.00	7.33	0.37
B. VISITS TO CLIENTS IN TERRITORY :	66	4.00	28.33	0.97
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	12.00	15.00	0.81
MISSIONS :	5	3.00	0.00	0.09
CONFERENCE SEMINARS :	2	1.33	0.00	0.04
OTHER :	9	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	3.66	0.33	0.12
POST INITIATED :	12	2.33	4.66	0.21
E. COMMUNICATIONS ACTIVITIES :	12	2.66	1.66	0.13
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	1.33	0.00	0.04
FROM TERRITORIES :	4	2.66	0.00	0.08
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.33	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		3.33	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	9	1.00	0.00	0.03
OTHER DEPARTMENT :	9	5.66	2.66	0.25
PROVINCES/MUNICIPALITIES :	8	4.33	0.00	0.13
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		16.33	0.33	0.50
LEAVE, PROFESSIONAL DEVELOP :		5.33	17.33	0.68
K. SERVICE TO OTHER MISSION PROGRAMS :		10.33	0.33	0.32
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	99.96	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	16
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	72
	FROM TERRIT :	7
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	31
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	3