

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : BONN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	100	13.33	6.66	0.60
FROM TERRITORIES :	210	10.00	6.66	0.50
B.VISITS TO CLIENTS IN TERRITORY :	16	3.33	3.33	0.20
C.EXPORT/TRADE/POLICY FAIRS :	5	13.33	0.00	0.40
PROJECTS AND EVENTS MISSIONS :	3	0.00	1.66	0.05
CONFERENCE SEMINARS :	1	0.00	1.66	0.05
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	17	8.33	3.33	0.35
POST INITIATED :	3	1.66	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	15	3.33	0.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	35	3.33	3.33	0.20
FROM TERRITORIES :	140	16.66	6.66	0.70
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	35	0.00	16.66	0.50
CONNECTIONS ARRANGED :	2	0.00	5.00	0.15
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.33	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	12	1.66	10.00	0.35
OTHER DEPARTMENT :	3	1.66	1.66	0.10
PROVINCES/MUNICIPALITIES :	4	1.66	1.66	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.33	16.66	1.05
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		3.33	11.66	0.45
***** TOTALS *****		99.94	99.92	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 141
FROM TERRIT : 9

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 24

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