

20/10/93

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	300	15.00	25.50	0.66
FROM TERRITORIES :	296	10.00	25.00	0.60
B.VISITS TO CLIENTS IN TERRITORY :	15	5.00	10.00	0.25
C.EXPORT/TRADE/POLICY FAIRS :	1	10.00	0.00	0.10
PROJECTS AND EVENTS MISSIONS :	1	0.00	0.50	0.01
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	5.00	3.50	0.12
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	3	0.00	1.50	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	5	3.00	1.50	0.06
FROM TERRITORIES :	43	2.00	10.00	0.22
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	15	5.00	3.00	0.11
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'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 :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	2	0.00	1.50	0.03
PROVINCES/MUNICIPALITIES :	4	0.00	2.50	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	2.50	0.30
LEAVE, PROFESSIONAL DEVELOP :		0.00	12.50	0.25
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		10.00	0.50	0.11
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	8
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	42
FROM TERRIT :	51
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	12
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2