

TRADE TRACKING SYSTEM

90/04/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	371	13.00	25.66	1.16
FROM TERRITORIES :	206	10.33	29.00	1.18
B. VISITS TO CLIENTS IN TERRITORY :	48	7.33	11.33	0.56
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	2.33	0.07
MISSIONS :	3	7.00	7.66	0.44
CONFERENCE SEMINARS :	2	0.00	0.33	0.01
OTHER :	1	0.00	0.66	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	6.33	3.00	0.28
POST INITIATED :	8	11.33	0.66	0.36
E. COMMUNICATIONS ACTIVITIES :	2	0.00	0.66	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	2	0.00	1.33	0.04
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.66	8.33	0.33
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.33	0.01
HOST GOVERNMENT :	3	3.33	0.33	0.11
OTHER DEPARTMENT :	3	2.33	0.33	0.08
PROVINCES/MUNICIPALITIES :	2	1.00	0.33	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.66	2.00	0.38
LEAVE, PROFESSIONAL DEVELOP :		21.33	2.66	0.72
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	3.00	0.19
***** TOTALS *****		99.96	99.93	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0
FROM TERRIT : 68

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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