

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : MUNICH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	92	5.00	15.33	0.61
FROM TERRITORIES :	45	2.66	13.00	0.47
B. VISITS TO CLIENTS IN TERRITORY :	78	11.00	23.33	1.03
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	4.00	11.66	0.47
MISSIONS :	2	8.00	1.66	0.29
CONFERENCE SEMINARS :	4	1.00	0.33	0.04
OTHER :	3	0.66	0.33	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	0.33	0.00	0.01
POST INITIATED :	30	6.00	15.66	0.65
E. COMMUNICATIONS ACTIVITIES :	17	8.00	0.00	0.24
F. INVESTMENT ENQUIRIES				
FROM CANADA :	6	0.66	0.66	0.04
FROM TERRITORIES :	5	1.66	1.66	0.10
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	1.00	0.33	0.04
HOST GOVERNMENT :	3	1.33	0.00	0.04
OTHER DEPARTMENT :	13	3.00	1.33	0.13
PROVINCES/MUNICIPALITIES :	12	3.00	0.33	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		22.00	0.66	0.68
LEAVE, PROFESSIONAL DEVELOP :		9.66	13.33	0.69
K. SERVICE TO OTHER MISSION PROGRAMS :		10.66	0.33	0.33
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	99.93	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	10
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	47
	FROM TERRIT :	22
NUMBER OF PEMD APPLICATIONS COMMENTED ON		15
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	3