

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : BONN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	655	20.00	12.08	3.05
FROM TERRITORIES :	838	10.62	12.33	2.33
B. VISITS TO CLIENTS IN TERRITORY :	182	12.87	7.75	1.96
C. EXPORT/TRADE/POLICY FAIRS :	13	2.00	5.00	0.76
PROJECTS AND EVENTS MISSIONS :	18	3.50	3.75	0.73
CONFERENCE SEMINARS :	16	6.75	4.66	1.10
OTHER :	2	0.62	0.75	0.14
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	3.50	0.83	0.38
POST INITIATED :	42	3.75	2.66	0.62
E. COMMUNICATIONS ACTIVITIES :	20	2.62	2.00	0.45
F. INVESTMENT ENQUIRIES FROM CANADA :	2	0.00	0.08	0.01
FROM TERRITORIES :	72	2.37	1.83	0.41
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	66	0.00	2.08	0.25
CONNECTIONS ARRANGED :	48	0.00	3.50	0.42
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.12	0.00	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	14	0.75	0.58	0.13
HOST GOVERNMENT :	24	0.50	1.66	0.24
OTHER DEPARTMENT :	74	4.37	1.91	0.58
PROVINCES/MUNICIPALITIES :	21	0.75	1.08	0.19
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.50	2.75	1.25
LEAVE, PROFESSIONAL DEVELOP :		4.50	6.41	1.13
K. SERVICE TO OTHER MISSION PROGRAMS :		2.12	0.41	0.22
L. TOURISM PROGRAM ACTIVITIES :		3.75	25.83	3.40
***** TOTALS *****		99.96	99.93	20.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	56
FROM TERRIT :	30
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	114
FROM TERRIT :	45
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	7
NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED :	8
- LOCALLY ENGAGED :	12