

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	113	6.50	9.00	0.62
FROM TERRITORIES :	113	6.75	7.25	0.56
B.VISITS TO CLIENTS IN TERRITORY :	76	14.25	3.50	0.71
C.EXPORT/TRADE/POLICY FAIRS :	11	9.25	7.50	0.67
PROJECTS AND EVENTS MISSIONS :	2	0.00	2.50	0.10
CONFERENCE SEMINARS :	5	1.75	4.00	0.23
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	3.25	1.50	0.19
POST INITIATED :	39	8.75	2.25	0.44
E.COMMUNICATIONS ACTIVITIES :	12	3.50	2.50	0.24
F.INVESTMENT ENQUIRIES FROM CANADA :	11	1.25	2.50	0.15
FROM TERRITORIES :	60	2.50	10.25	0.51
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	41	0.00	3.75	0.15
CONNECTIONS ARRANGED :	32	0.00	7.50	0.30
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		7.50	2.50	0.40
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	17	1.75	0.50	0.09
HOST GOVERNMENT :	8	0.75	0.50	0.05
OTHER DEPARTMENT :	15	1.50	1.25	0.11
PROVINCES/MUNICIPALITIES :	32	6.25	2.50	0.35
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	13.00	1.32
LEAVE, PROFESSIONAL DEVELOP :		4.00	15.50	0.78
K.SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.25	0.03
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 102

FROM TERRIT : 0

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 95

FROM TERRIT : 28

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 4

-LOCALLY ENGAGED : 4