

17/11/94

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : BERLIN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	49	30.00	25.00	0.55
FROM TERRITORIES :	28	7.00	15.00	0.22
B. VISITS TO CLIENTS IN TERRITORY :	21	5.00	15.00	0.20
C. EXPORT/TRADE/POLICY FAIRS :	3	1.00	8.00	0.09
PROJECTS AND EVENTS MISSIONS :	7	20.00	10.00	0.30
CONFERENCE SEMINARS :	1	0.00	1.00	0.01
OTHER :	1	0.00	5.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.00	10.00	0.12
POST INITIATED :	2	3.00	0.00	0.03
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	1	0.00	0.00	0.00
FROM TERRITORIES :	1	2.00	0.00	0.02
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'T'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 :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	3	5.00	3.00	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		5.00	8.00	0.13
K. SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 7

FROM TERRIT : 4

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 22

FROM TERRIT : 7

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 0

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 1