

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : DUSSELDORF

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	277	10.33	31.33	1.25
FROM TERRITORIES :	271	7.66	19.66	0.82
B.VISITS TO CLIENTS IN TERRITORY :	73	11.00	6.66	0.53
C.EXPORT/TRADE/POLICY FAIRS :	18	2.00	19.00	0.63
PROJECTS AND EVENTS MISSIONS :	8	2.66	3.33	0.18
CONFERENCE SEMINARS :	7	2.66	0.66	0.10
OTHER :	1	0.66	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	4.00	0.00	0.12
POST INITIATED :	34	8.66	0.66	0.28
E.COMMUNICATIONS ACTIVITIES :	17	2.66	0.33	0.09
F.INVESTMENT ENQUIRIES FROM CANADA :	7	2.33	0.33	0.08
FROM TERRITORIES :	25	1.66	1.66	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	0.00	2.00	0.06
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	1.66	0.05
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	86	2.66	6.33	0.27
PROVINCES/MUNICIPALITIES :	29	3.33	3.66	0.21
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		21.33	0.66	0.66
LEAVE, PROFESSIONAL DEVELOP :		2.66	2.00	0.14
K.SERVICE TO OTHER MISSION PROGRAMS :		11.66	0.00	0.35
***** TOTALS *****		99.92	99.93	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 27  
FROM TERRIT : 30

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 57

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