

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	114	7.75	7.50	0.61
FROM TERRITORIES :	145	9.00	5.00	0.56
B. VISITS TO CLIENTS IN TERRITORY :	96	15.75	13.25	1.16
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	1.75	5.50	0.29
MISSIONS :	7	4.50	5.00	0.38
CONFERENCE SEMINARS :	4	3.00	1.75	0.19
OTHER :	15	2.50	0.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	2.25	1.50	0.15
POST INITIATED :	37	7.25	2.00	0.37
E. COMMUNICATIONS ACTIVITIES :	9	3.25	1.25	0.18
F. INVESTMENT ENQUIRIES				
FROM CANADA :	18	2.50	2.50	0.20
FROM TERRITORIES :	53	3.75	7.50	0.45
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	17	0.00	2.50	0.10
CONNECTIONS ARRANGED :	44	0.00	11.25	0.45
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.75	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	17	0.50	1.50	0.08
HOST GOVERNMENT :	16	1.75	1.00	0.11
OTHER DEPARTMENT :	49	2.75	5.00	0.31
PROVINCES/MUNICIPALITIES :	17	2.75	2.00	0.19
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		17.50	6.25	0.95
LEAVE, PROFESSIONAL DEVELOP :		11.50	14.00	1.02
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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 :	51
	FROM TERRIT :	23
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	112
	FROM TERRIT :	8
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		10
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	4