

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	352	21.50	43.33	1.73
FROM TERRITORIES :	693	15.00	27.66	1.13
B.VISITS TO CLIENTS IN TERRITORY :	74	11.50	13.33	0.63
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.50	0.00	0.03
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	3.00	0.00	0.06
OTHER :	1	1.00	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	0.50	6.66	0.21
POST INITIATED :	8	4.00	1.66	0.13
E.COMMUNICATIONS ACTIVITIES :	2	1.50	0.66	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	2.50	0.00	0.05
FROM TERRITORIES :	2	0.00	1.66	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	2.50	0.00	0.05
CONNECTIONS ARRANGED :	10	2.50	0.00	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	30	7.50	0.00	0.15
HOST GOVERNMENT :	11	3.00	0.00	0.06
OTHER DEPARTMENT :	15	4.00	5.00	0.23
PROVINCES/MUNICIPALITIES :	12	4.00	0.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	0.00	0.25
LEAVE, PROFESSIONAL DEVELOP :		1.00	0.00	0.02
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	6
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	22
FROM TERRIT :	58
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3