

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	431	21.66	47.33	2.07
FROM TERRITORIES :	405	13.66	28.00	1.25
B. VISITS TO CLIENTS IN TERRITORY :	71	6.66	5.33	0.36
C. EXPORT/TRADE/POLICY FAIRS :	6	5.00	4.33	0.28
PROJECTS AND EVENTS MISSIONS :	2	9.33	4.00	0.40
CONFERENCE SEMINARS :	7	2.00	1.33	0.10
OTHER :	2	0.33	0.33	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.66	4.33	0.18
POST INITIATED :	9	2.66	0.00	0.08
E. COMMUNICATIONS ACTIVITIES :	12	0.66	0.33	0.03
F. INVESTMENT ENQUIRIES FROM CANADA :	3	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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 :		3.33	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	0.00	0.00	0.00
OTHER DEPARTMENT :	5	0.33	0.00	0.01
PROVINCES/MUNICIPALITIES :	7	1.00	0.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.66	0.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		7.00	1.33	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		20.00	3.33	0.70
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	99.97	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	15
FROM TERRIT :	37
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	140
FROM TERRIT :	194
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	16
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	3