

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : BERNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	324	15.00	23.00	0.76
FROM TERRITORIES :	534	10.00	23.00	0.66
B. VISITS TO CLIENTS IN TERRITORY :	17	8.00	4.00	0.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	7.00	1.50	0.17
MISSIONS :	1	0.00	1.50	0.03
CONFERENCE SEMINARS :	4	2.00	6.00	0.16
OTHER :	1	0.00	1.00	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	2.00	2.50	0.09
POST INITIATED :	8	2.50	2.50	0.10
E. COMMUNICATIONS ACTIVITIES :	0	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	55	6.50	8.00	0.29
FROM TERRITORIES :	37	5.00	1.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	1.00	0.02
CONNECTIONS ARRANGED :	1	0.50	1.00	0.03
H. PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.50	0.00	0.01
HOST GOVERNMENT :	2	1.00	0.50	0.03
OTHER DEPARTMENT :	5	0.50	1.50	0.04
PROVINCES/MUNICIPALITIES :	6	1.00	2.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		7.50	3.00	0.21
LEAVE, PROFESSIONAL DEVELOP :		19.00	17.00	0.72
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		9.50	0.00	0.19
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 52  
FROM TERRIT : 15

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 2