

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 172	6.00	19.50	0.45
FROM TERRITORIES	: 408	7.00	23.00	0.53
B.VISITS TO CLIENTS IN TERRITORY	: 82	5.00	5.50	0.16
C.EXPORT/TRADE/POLICY FAIRS	: 3	0.00	18.00	0.36
PROJECTS AND EVENTS MISSIONS	: 0	0.00	1.50	0.03
CONFERENCE SEMINARS	: 4	5.00	3.00	0.11
OTHER	: 8	10.00	3.50	0.17
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 2	0.00	1.00	0.02
POST INITIATED	: 3	3.00	1.50	0.06
E.COMMUNICATIONS ACTIVITIES	: 13	2.00	4.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA	: 5	0.00	0.50	0.01
FROM TERRITORIES	: 27	0.00	1.50	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 2	0.00	1.00	0.02
CONNECTIONS ARRANGED	: 9	0.00	2.50	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO	: 2	0.00	0.50	0.01
HOST GOVERNMENT	: 0	0.00	0.00	0.00
OTHER DEPARTMENT	: 6	15.00	2.50	0.20
PROVINCES/MUNICIPALITIES	: 14	25.00	2.00	0.29
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 15.00	0.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP	: 5.00	9.00	0.00	0.23
K.SERVICE TO OTHER MISSION PROGRAMS	: 2.00	0.00	0.00	0.02
L.TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 11
FROM TERRIT : 16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 21
FROM TERRIT : 205

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 0

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1
-LOCALLY ENGAGED : 2