

TRADE TRACKING SYSTEM

88/07/13

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1987

POST : BOGOTA

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	: 830	17.33	31.50	1.15
	FROM TERRITORIES	: 305	11.66	17.50	0.70
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 272	8.66	19.50	0.65
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 3	1.00	1.00	0.05
	MISSIONS	: 13	10.00	19.00	0.68
	OTHER	: 4	7.66	2.00	0.27
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 7	4.33	0.50	0.14
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 0	0.00	0.00	0.00
	FROM TERRITORIES	: 0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		: 0	0.00	0.00	0.00
	CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA		: 2	13.00	0.00	0.39
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 16	4.33	1.50	0.16
	FROM OTHER GOV'T SOURCES- CONTACTS	: 35	4.00	1.00	0.14
	- REPORTS	: 5	0.66	1.50	0.05
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		9.33	4.50	0.37
	LEAVE, PROFESSIONAL DEVELOP		4.33	0.00	0.13
J. SERVICE TO OTHER MISSION PROGRAMS			3.66	0.50	0.12
***** TOTALS *****			99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 123
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2