

20/04/93

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1992

POST	: BERNE		NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
				CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES		FROM CANADA	: 370	10.00	22.50	0.65
		FROM TERRITORIES	: 650	20.00	26.50	0.93
B. VISITS TO CLIENTS IN TERRITORY			: 45	6.50	11.00	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS		FAIRS	: 2	1.00	17.50	0.37
		MISSIONS	: 2	0.00	2.00	0.04
		CONFERENCE SEMINARS	: 0	0.00	0.00	0.00
		OTHER	: 1	0.00	0.50	0.01
D. COMMERCIAL* ECONOMIC REPORTS		HQ REQUESTED	: 4	1.50	1.00	0.05
		POST INITIATED	: 15	6.50	5.00	0.23
E. COMMUNICATIONS ACTIVITIES			: 9	0.00	3.00	0.06
F. INVESTMENT ENQUIRIES		FROM CANADA	: 6	2.50	1.00	0.07
		FROM TERRITORIES	: 47	5.00	0.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA			: 4	0.50	1.50	0.04
		CONNECTIONS ARRANGED	: 11	2.00	0.00	0.04
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST				27.50	0.00	0.55
I. SERVICE REQUESTS FM GOV'T SOURCES		NGO	: 1	0.00	0.00	0.00
		HOST GOVERNMENT	: 0	0.00	0.00	0.00
		OTHER DEPARTMENT	: 17	0.00	2.50	0.05
		PROVINCES/MUNICIPALITIES	: 4	1.00	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.				7.50	3.00	0.21
		LEAVE, PROFESSIONAL DEVELOP		3.50	3.00	0.13
K. SERVICE TO OTHER MISSION PROGRAMS				2.50	0.00	0.05
L. TOURISM PROGRAM ACTIVITIES				2.50	0.00	0.05
***** TOTALS *****				100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 9
	FROM TERRIT	: 3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 26
	FROM TERRIT	: 17
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2
	-LOCALLY ENGAGED	: 2