

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

90/06/20

POST : MUNICH

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	294	13.00	14.00	0.67
FROM TERRITORIES :	141	2.00	15.00	0.36
B. VISITS TO CLIENTS IN TERRITORY :	50	8.00	26.00	0.76
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	3.00	21.00	0.51
MISSIONS :	5	8.00	8.00	0.40
CONFERENCE SEMINARS :	4	1.00	9.00	0.21
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.00	0.00	0.03
POST INITIATED :	21	0.00	1.00	0.02
E. COMMUNICATIONS ACTIVITIES :	3	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	36	2.00	0.00	0.06
FROM TERRITORIES :	23	2.00	2.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	1.00	0.00	0.03
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.06
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	20	3.00	0.00	0.09
PROVINCES/MUNICIPALITIES :	25	5.00	0.00	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		23.00	0.00	0.69
LEAVE, PROFESSIONAL DEVELOP :		15.00	4.00	0.53
K. SERVICE TO OTHER MISSION PROGRAMS :		11.00	0.00	0.33
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 144
FROM TERRIT : 26

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

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