

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	173	20.50	10.00	1.22
FROM TERRITORIES :	167	8.00	8.00	0.64
B. VISITS TO CLIENTS IN TERRITORY :	62	10.25	5.75	0.64
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.25	0.50	0.07
MISSIONS :	6	3.25	0.75	0.16
CONFERENCE SEMINARS :	8	3.75	7.50	0.45
OTHER :	1	0.50	1.25	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	2.00	0.00	0.08
POST INITIATED :	22	5.00	1.50	0.26
E. COMMUNICATIONS ACTIVITIES :	9	3.00	4.50	0.30
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.25	0.75	0.04
FROM TERRITORIES :	108	1.25	5.00	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	50	0.00	3.00	0.12
CONNECTIONS ARRANGED :	37	0.00	11.25	0.45
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.20
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	0.75	0.75	0.06
HOST GOVERNMENT :	10	0.50	1.00	0.06
OTHER DEPARTMENT :	15	2.00	6.00	0.32
PROVINCES/MUNICIPALITIES :	11	0.25	2.00	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.50	7.50	0.48
LEAVE, PROFESSIONAL DEVELOP :		26.25	21.75	1.92
K. SERVICE TO OTHER MISSION PROGRAMS :		1.50	1.25	0.11
L. TOURISM PROGRAM ACTIVITIES :		0.25	0.00	0.01
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	17
	FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	25
	FROM TERRIT :	34
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	4