

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	282	14.66	33.00	1.43
FROM TERRITORIES :	225	11.66	19.33	0.93
B. VISITS TO CLIENTS IN TERRITORY :	125	8.33	11.00	0.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	9.33	4.00	0.40
MISSIONS :	8	4.66	6.66	0.34
CONFERENCE SEMINARS :	4	0.00	4.33	0.13
OTHER :	2	0.00	0.66	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	3.33	2.33	0.17
POST INITIATED :	15	6.33	8.33	0.44
E. COMMUNICATIONS ACTIVITIES :	3	4.33	1.66	0.18
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	2.33	0.33	0.08
OTHER DEPARTMENT :	1	4.00	0.00	0.12
PROVINCES/MUNICIPALITIES :	2	1.33	0.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		13.00	2.66	0.47
LEAVE, PROFESSIONAL DEVELOP :		11.00	0.00	0.33
K. SERVICE TO OTHER MISSION PROGRAMS :		5.66	5.66	0.34
***** TOTALS *****		99.95	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 60
FROM TERRIT : 85

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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