

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : BONN

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG PERSON-QTR
A. EXPORT ENQUIRIES			
FROM CANADA	187	17.00	0.98
FROM TERRITORIES	123	3.00	0.22
B. VISITS TO CLIENTS IN TERRITORY VISITS	58	13.75	0.60
C. EXPORT PROMOTION PROJECTS & EVENTS			
FAIRS	4	3.75	0.15
MISSIONS	7	1.75	0.27
OTHER	3	0.75	0.05
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	20	5.00	0.60
E. INVESTMENT/PROMOTION ENQUIRIES			
FROM CANADA	10	1.25	0.05
FROM TERRITORIES	20	5.00	0.55
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	55	2.50	0.40
CONNECTIONS ARRANGED	15	5.00	0.35
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	1	1.25	0.05
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	20	3.25	0.33
FROM OTHER GOV'T SOURCES- CONTACTS	5	0.00	0.28
- REPORTS	12	1.75	0.19
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		8.75	0.45
LEAVE, PROFESSIONAL DEVELOP		5.00	0.23
J. SERVICE TO OTHER MISSION PROGRAMS		21.25	1.25
***** TOTALS *****		100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 83  
FROM TERRIT : 42

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4  
- LOCALLY-ENGAGED : 3