

TSRPT02E TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : BERNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	240	16.50	18.00	0.69
FROM TERRITORIES :	413	7.50	23.50	0.62
B. VISITS TO CLIENTS IN TERRITORY :	518	12.00	12.00	0.48
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	9.00	5.50	0.29
MISSIONS :	1	8.00	0.00	0.16
CONFERENCE SEMINARS :	2	1.00	0.00	0.02
OTHER :	0	0.00	0.50	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	1.50	4.00	0.11
POST INITIATED :	6	2.50	3.00	0.11
E. COMMUNICATIONS ACTIVITIES :	8	0.50	1.50	0.04
F. INVESTMENT ENQUIRIES				
FROM CANADA :	16	6.00	2.00	0.16
FROM TERRITORIES :	51	9.00	2.50	0.23
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.50	2.50	0.06
CONNECTIONS ARRANGED :	3	0.50	1.00	0.03
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		8.00	0.00	0.16
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.00	1.50	0.03
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	16	2.00	5.00	0.14
PROVINCES/MUNICIPALITIES :	6	1.50	0.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.50	5.50	0.30
LEAVE, PROFESSIONAL DEVELOP :		0.00	12.00	0.24
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.04
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 :	12
	FROM TERRIT :	18
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	74
	FROM TERRIT :	0
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	8
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2