

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA :	747	14.66	28.33	1.29
FROM TERRITORIES :	294	7.00	27.33	1.03
B. VISITS TO CLIENTS IN TERRITORY :	206	8.33	5.66	0.42
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	7.66	4.33	0.36
MISSIONS :	9	5.33	14.00	0.58
CONFERENCE SEMINARS :	4	5.33	2.00	0.22
OTHER :	3	0.00	1.33	0.04
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED :	5	2.66	2.00	0.14
POST INITIATED :	1	0.33	0.00	0.01
E. COMMUNICATIONS ACTIVITIES :	6	2.66	1.33	0.12
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.33	0.00	0.01
FROM TERRITORIES :	4	0.33	0.33	0.02
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. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.03
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	2.00	0.33	0.07
HOST GOVERNMENT :	3	1.00	0.33	0.04
OTHER DEPARTMENT :	6	1.66	0.33	0.06
PROVINCES/MUNICIPALITIES :	2	0.66	0.33	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.33	8.00	0.49
LEAVE, PROFESSIONAL DEVELOP :		27.66	2.33	0.90
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	1.66	0.14
***** TOTALS *****		99.93	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 100
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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