

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIM
		CANADA	LOC-ENG	PERSON-QT
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	97	12.50	8.00	0.82
FROM TERRITORIES :	97	8.75	7.75	0.66
B. VISITS TO CLIENTS IN TERRITORY :	56	11.25	3.25	0.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	12.50	4.25	0.67
MISSIONS :	5	6.25	4.25	0.42
CONFERENCE SEMINARS :	3	3.25	0.00	0.13
OTHER :	5	1.75	0.75	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	7.50	1.75	0.37
POST INITIATED :	20	6.25	2.75	0.36
E. COMMUNICATIONS ACTIVITIES :	0	0.00	2.50	0.10
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.00	2.50	0.10
FROM TERRITORIES :	38	2.50	5.00	0.30
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	36	0.00	5.75	0.23
CONNECTIONS ARRANGED :	28	0.00	9.75	0.39
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	2.50	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	1.25	1.25	0.10
HOST GOVERNMENT :	17	1.00	2.50	0.14
OTHER DEPARTMENT :	37	5.00	3.00	0.32
PROVINCES/MUNICIPALITIES :	14	2.00	2.75	0.19
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.75	8.75	0.70
LEAVE, PROFESSIONAL DEVELOP :		9.00	21.00	1.20
K. SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	14
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	18
FROM TERRIT :	28
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	2
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	4
-LOCALLY ENGAGED :	4