

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : BOGOTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	357	14.00	28.33	1.13
FROM TERRITORIES :	285	6.00	22.66	0.80
B. VISITS TO CLIENTS IN TERRITORY :	105	7.50	8.00	0.39
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	2.50	11.00	0.38
MISSIONS :	5	7.00	6.66	0.34
CONFERENCE SEMINARS :	2	2.00	0.66	0.06
OTHER :	1	0.00	0.66	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	4.00	3.33	0.18
POST INITIATED :	8	6.50	2.00	0.19
E. COMMUNICATIONS ACTIVITIES :	5	0.00	0.66	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	1.66	0.05
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		4.00	0.00	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	3	1.00	0.33	0.03
OTHER DEPARTMENT :	4	1.50	0.33	0.04
PROVINCES/MUNICIPALITIES :	3	1.00	1.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	1.33	0.16
LEAVE, PROFESSIONAL DEVELOP :		34.50	8.66	0.95
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	2.66	0.13
***** TOTALS *****		100.00	99.93	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 50  
FROM TERRIT : 34

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 36

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 3