

27/07/93

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	325	10.00	20.00	0.60
FROM TERRITORIES :	396	17.50	22.50	0.80
B. VISITS TO CLIENTS IN TERRITORY :	25	5.00	3.00	0.16
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	1	26.50	5.00	0.63
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	2.50	1.00	0.07
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	1	0.00	3.00	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	2.50	1.50	0.08
FROM TERRITORIES :	32	3.50	10.00	0.27
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	20	2.50	5.00	0.15
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIPANT IN PROG-REL EVENTS OUTSIDE POST :		1.50	8.00	0.19
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	0.00	2.50	0.05
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	5	2.50	1.00	0.07
PROVINCES/MUNICIPALITIES :	9	1.00	7.50	0.17
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.50	1.00	0.27
LEAVE, PROFESSIONAL DEVELOP :		5.00	6.50	0.23
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		2.50	2.50	0.10
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	26
	FROM TERRIT :	15
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	47
	FROM TERRIT :	13
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		9
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2