

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : BONN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	188	17.50	10.00	1.00
FROM TERRITORIES	121	2.50	3.33	0.20
B. VISITS TO CLIENTS IN TERRITORY VISITS	26	5.75	3.33	0.33
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	3	5.00	0.00	0.20
MISSIONS	4	2.50	0.00	0.10
OTHER	1	10.00	15.00	0.85
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	34	6.25	16.66	0.75
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	11	1.25	1.66	0.10
FROM TERRITORIES	10	1.25	1.66	0.10
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	31	2.50	10.00	0.40
CONNECTIONS ARRANGED	8	5.00	5.00	0.35
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	14	6.25	5.00	0.40
FROM OTHER GOV'T SOURCES- CONTACTS	0	0.00	0.00	0.00
- REPORTS	10	2.50	10.00	0.40
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		5.50	3.33	0.32
LEAVE, PROFESSIONAL DEVELOP		7.50	1.00	0.33
J. SERVICE TO OTHER MISSION PROGRAMS		18.75	14.00	1.17
***** TOTALS *****		100.00	99.97	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 41  
FROM TERRIT : 20

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4  
- LOCALLY-ENGAGED : 3