

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	225	8.16	14.25	1.06
FROM TERRITORIES :	84	3.50	4.00	0.37
B.VISITS TO CLIENTS IN TERRITORY :	90	10.83	6.00	0.89
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	10	3.83	8.25	0.56
MISSIONS :	10	3.83	8.50	0.57
CONFERENCE SEMINARS :	5	3.33	5.00	0.40
OTHER :	2	0.33	0.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	11.33	0.00	0.68
POST INITIATED :	36	12.66	0.75	0.79
E.COMMUNICATIONS ACTIVITIES :	10	1.66	0.75	0.13
F.INVESTMENT ENQUIRIES				
FROM CANADA :	61	4.16	5.00	0.45
FROM TERRITORIES :	34	1.66	3.75	0.25
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	99	17.66	4.50	1.24
CONNECTIONS ARRANGED :	40	0.00	6.50	0.26
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.33	5.50	0.42
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	0.16	1.25	0.06
HOST GOVERNMENT :	15	1.66	1.25	0.15
OTHER DEPARTMENT :	27	2.33	5.00	0.34
PROVINCES/MUNICIPALITIES :	5	0.83	0.25	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.33	8.75	0.67
LEAVE, PROFESSIONAL DEVELOP :		1.50	7.75	0.40
K.SERVICE TO OTHER MISSION PROGRAMS :		1.83	3.00	0.23
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.91	100.00	10.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	69
	FROM TERRIT :	26
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	64
	FROM TERRIT :	48

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	2
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	6
	-LOCALLY ENGAGED :	4