

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

90/01/22

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : BONN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	169	12.00	13.33	1.00
FROM TERRITORIES :	142	8.00	10.00	0.70
B. VISITS TO CLIENTS IN TERRITORY :	53	15.00	3.33	0.85
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	1	1.00	0.66	0.07
CONFERENCE SEMINARS :	2	2.00	0.66	0.12
OTHER :	1	1.00	0.33	0.06
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	13	6.00	6.66	0.50
POST INITIATED :	8	4.00	1.66	0.25
E. COMMUNICATIONS ACTIVITIES :	12	4.00	0.00	0.20
F. INVESTMENT ENQUIRIES				
FROM CANADA :	37	1.00	3.33	0.15
FROM TERRITORIES :	160	8.00	15.00	0.85
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	47	1.00	20.00	0.65
CONNECTIONS ARRANGED :	16	0.60	6.66	0.23
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.20	6.66	0.21
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.40	1.66	0.12
HOST GOVERNMENT :	12	2.00	3.33	0.20
OTHER DEPARTMENT :	20	4.00	3.33	0.30
PROVINCES/MUNICIPALITIES :	33	3.00	1.66	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.00	0.75
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		10.80	1.66	0.59
***** TOTALS *****		100.00	99.92	8.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 28  
FROM TERRIT : 16

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 5  
- LOCALLY-ENGAGED : 3