

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : BONN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	110	8.85	7.75	0.93
FROM TERRITORIES :	81	2.57	7.50	0.48
B.VISITS TO CLIENTS IN TERRITORY :	117	10.14	10.50	1.13
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.00	3.25	0.13
MISSIONS :	5	3.14	0.75	0.25
CONFERENCE SEMINARS :	12	3.28	5.75	0.46
OTHER :	7	1.71	2.50	0.22
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	36	13.00	0.75	0.94
POST INITIATED :	45	12.00	6.75	1.11
E.COMMUNICATIONS ACTIVITIES :	13	2.85	2.00	0.28
F.INVESTMENT ENQUIRIES FROM CANADA :	29	2.42	2.50	0.27
FROM TERRITORIES :	64	1.57	10.00	0.51
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	38	0.28	4.00	0.18
CONNECTIONS ARRANGED :	29	5.28	9.75	0.76
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	7.75	0.31
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	24	1.00	2.00	0.15
HOST GOVERNMENT :	29	4.00	4.75	0.47
OTHER DEPARTMENT :	43	9.57	4.75	0.86
PROVINCES/MUNICIPALITIES :	18	2.28	1.25	0.21
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	2.50	0.80
LEAVE, PROFESSIONAL DEVELOP :		5.00	3.25	0.48
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.07
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	11.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	12
FROM TERRIT :	20
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	27
FROM TERRIT :	31
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	7
-LOCALLY ENGAGED :	4