

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	406	21.50	43.66	1.74
FROM TERRITORIES :	386	10.50	27.66	1.04
B.VISITS TO CLIENTS IN TERRITORY :	137	15.00	4.00	0.42
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	3.50	2.66	0.15
MISSIONS :	7	7.00	5.66	0.31
CONFERENCE SEMINARS :	6	2.50	0.00	0.05
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	3.66	0.11
POST INITIATED :	17	5.50	3.66	0.22
E.COMMUNICATIONS ACTIVITIES :	11	4.00	4.00	0.20
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	6	3.00	0.00	0.06
OTHER DEPARTMENT :	3	1.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	7	1.50	0.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.50	4.66	0.39
LEAVE, PROFESSIONAL DEVELOP :		9.50	0.00	0.19
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.33	0.07
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	4
	FROM TERRIT :	22
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	46
	FROM TERRIT :	107
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	3