

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	106	6.00	10.25	0.71
FROM TERRITORIES :	104	3.20	7.75	0.47
B.VISITS TO CLIENTS IN TERRITORY :	86	12.60	3.75	0.78
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	2.80	7.50	0.44
MISSIONS :	9	6.60	6.50	0.59
CONFERENCE SEMINARS :	6	5.80	5.50	0.51
OTHER :	8	5.40	6.25	0.52
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	3.60	0.00	0.18
POST INITIATED :	21	5.60	0.25	0.29
E.COMMUNICATIONS ACTIVITIES :	4	0.40	0.25	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	17	2.80	1.25	0.19
FROM TERRITORIES :	34	2.00	5.00	0.30
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	28	2.00	1.25	0.15
CONNECTIONS ARRANGED :	23	0.00	8.75	0.35
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	15	0.00	4.25	0.17
HOST GOVERNMENT :	9	1.40	1.00	0.11
OTHER DEPARTMENT :	50	3.60	9.25	0.55
PROVINCES/MUNICIPALITIES :	14	1.40	2.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.80	5.00	0.54
LEAVE, PROFESSIONAL DEVELOP :		21.00	14.00	1.61
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.25	0.21
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	22
FROM TERRIT :	13
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	28
FROM TERRIT :	19

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	4