

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	195	32.00	38.50	1.41
FROM TERRITORIES	263	14.00	32.00	0.92
B. VISITS TO CLIENTS IN TERRITORY	84	5.50	5.50	0.22
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	2	7.50	1.50	0.18
MISSIONS	5	0.50	3.00	0.07
OTHER	1	0.00	1.50	0.03
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	9	1.50	7.00	0.17
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	7	2.50	0.00	0.05
FROM TERRITORIES	21	10.00	0.00	0.20
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	9	1.00	1.00	0.04
CONNECTIONS ARRANGED	3	0.50	0.00	0.01
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	22	2.50	0.00	0.05
FROM OTHER GOV'T SOURCES- CONTACTS	31	2.00	5.00	0.14
- REPORTS	7	2.50	0.00	0.05
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		6.50	0.50	0.14
LEAVE, PROFESSIONAL DEVELOP		2.50	4.50	0.14
J. SERVICE TO OTHER MISSION PROGRAMS		3.50	0.00	0.07
***** TOTALS *****		94.50	100.00	3.89

NUMBER OF BUSINESS VISITORS FROM CANADA : 126  
FROM TERRIT : 31

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 20

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 2