

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	186	22.50	25.00	0.70
FROM TERRITORIES :	167	7.50	23.00	0.38
B.VISITS TO CLIENTS IN TERRITORY :	12	2.50	2.00	0.07
C.EXPORT/TRADE/POLICY FAIRS :	2	0.00	5.00	0.05
PROJECTS AND EVENTS MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	9	2.50	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	4	2.50	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	5	0.00	2.00	0.02
FROM TERRITORIES :	22	10.00	1.00	0.21
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	2.00	0.02
CONNECTIONS ARRANGED :	7	0.00	1.00	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	1.00	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	2.50	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	3.00	0.18
LEAVE, PROFESSIONAL DEVELOP :		37.50	30.00	1.05
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	5.00	0.15
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0  
FROM TERRIT : 11

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 13

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 1