

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : BERNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	355	9.50	27.00	0.73
FROM TERRITORIES :	442	11.00	26.50	0.75
B.VISITS TO CLIENTS IN TERRITORY :	21	7.00	5.50	0.25
C.EXPORT/TRADE/POLICY FAIRS :	5	5.00	4.00	0.18
PROJECTS AND EVENTS MISSIONS :	4	8.00	4.00	0.24
CONFERENCE SEMINARS :	5	21.50	1.00	0.45
OTHER :	4	1.50	0.50	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	3.50	4.00	0.15
POST INITIATED :	5	2.00	0.50	0.05
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	16	4.00	1.00	0.10
FROM TERRITORIES :	71	5.00	0.00	0.10
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	1.50	0.03
CONNECTIONS ARRANGED :	1	0.50	0.00	0.01
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.50	7.50	0.22
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.50	1.50	0.04
HOST GOVERNMENT :	1	0.50	0.00	0.01
OTHER DEPARTMENT :	6	0.50	1.50	0.04
PROVINCES/MUNICIPALITIES :	3	0.50	0.50	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	5.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		5.50	8.50	0.28
K.SERVICE TO OTHER MISSION PROGRAMS :		0.50	0.00	0.01
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 118
FROM TERRIT : 90

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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