

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIM PERSON-QT
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	205	15.00	40.00	1.10
FROM TERRITORIES :	219	7.50	31.00	0.77
B. VISITS TO CLIENTS IN TERRITORY :	31	7.50	7.50	0.30
C. EXPORT/TRADE/POLICY FAIRS :	2	15.00	8.00	0.46
PROJECTS AND EVENTS MISSIONS :	2	0.00	1.50	0.03
CONFERENCE SEMINARS :	1	3.00	0.00	0.06
OTHER :	1	0.00	0.50	0.01
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.50	1.50	0.08
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	15	4.00	2.50	0.13
FROM TERRITORIES :	33	4.50	0.00	0.09
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	1.00	0.00	0.02
CONNECTIONS ARRANGED :	5	1.50	0.00	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	7	0.00	5.50	0.11
PROVINCES/MUNICIPALITIES :	4	0.00	0.50	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	1.00	0.17
LEAVE, PROFESSIONAL DEVELOP :		21.00	0.50	0.43
K. SERVICE TO OTHER MISSION PROGRAMS :		7.50	0.00	0.15
L. TOURISM PROGRAM ACTIVITIES :		2.50	0.00	0.05
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 1
 FROM TERRIT : 5
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 19
 FROM TERRIT : 28

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 14

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