

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : BERLIN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	42	31.00	0.00	0.31
FROM TERRITORIES :	15	5.00	0.00	0.05
B.VISITS TO CLIENTS IN TERRITORY :	2	0.00	0.00	0.00
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	1.00	0.00	0.01
MISSIONS :	5	14.00	0.00	0.14
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	4.00	0.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	0.00	0.00	0.00
POST INITIATED :	1	1.00	0.00	0.01
E.COMMUNICATIONS ACTIVITIES :	1	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA :	4	2.00	0.00	0.02
FROM TERRITORIES :	7	15.00	0.00	0.15
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	1	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	3	2.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		8.00	0.00	0.08
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	0.00	1.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	4
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	17
	FROM TERRIT :	19
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	0