

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : DUSSELDORF

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	285	11.00	31.33	1.27
FROM TERRITORIES :	274	6.66	26.33	0.99
B. VISITS TO CLIENTS IN TERRITORY :	65	7.33	8.66	0.48
C. EXPORT/TRADE/POLICY FAIRS :	19	2.66	10.00	0.38
PROJECTS AND EVENTS MISSIONS :	1	0.66	0.00	0.02
CONFERENCE SEMINARS :	6	3.00	1.00	0.12
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.66	0.00	0.02
POST INITIATED :	16	3.00	1.00	0.12
E. COMMUNICATIONS ACTIVITIES :	2	1.00	0.00	0.03
F. INVESTMENT ENQUIRIES FROM CANADA :	5	0.33	0.33	0.02
FROM TERRITORIES :	7	0.00	1.66	0.05
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.66	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	3	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	57	6.00	4.33	0.31
PROVINCES/MUNICIPALITIES :	36	1.00	3.66	0.14
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		18.66	0.00	0.56
LEAVE, PROFESSIONAL DEVELOP :		34.66	6.00	1.22
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	5.00	0.25
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	99.96	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 60
FROM TERRIT : 18

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 51

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 3