

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	192	8.50	11.25	0.79
FROM TERRITORIES :	175	4.00	8.75	0.51
B. VISITS TO CLIENTS IN TERRITORY :	60	8.50	5.25	0.55
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	12	10.00	6.50	0.66
MISSIONS :	10	12.50	11.25	0.95
CONFERENCE SEMINARS :	6	0.75	0.50	0.05
OTHER :	13	6.00	6.25	0.49
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	1.25	0.00	0.05
POST INITIATED :	42	7.00	4.00	0.44
E. COMMUNICATIONS ACTIVITIES :	15	2.75	4.50	0.29
F. INVESTMENT ENQUIRIES FROM CANADA :	5	1.00	0.75	0.07
FROM TERRITORIES :	74	1.75	3.75	0.22
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	55	0.00	3.75	0.15
CONNECTIONS ARRANGED :	43	0.00	9.25	0.37
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.75	2.00	0.19
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	10	0.00	1.00	0.04
HOST GOVERNMENT :	11	0.50	1.00	0.06
OTHER DEPARTMENT :	20	3.00	1.75	0.19
PROVINCES/MUNICIPALITIES :	16	1.50	1.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.75	6.50	0.89
LEAVE, PROFESSIONAL DEVELOP :		9.75	8.50	0.73
K. SERVICE TO OTHER MISSION PROGRAMS :		2.25	2.50	0.19
L. TOURISM PROGRAM ACTIVITIES :		0.50	0.00	0.02
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 50

FROM TERRIT : 47

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 116

FROM TERRIT : 148

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 7

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 4

-LOCALLY ENGAGED : 4