

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : BOGOTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	561	14.33	27.00	1.24
FROM TERRITORIES :	383	11.33	28.66	1.20
B.VISITS TO CLIENTS IN TERRITORY :	107	8.33	11.00	0.58
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.66	0.66	0.04
MISSIONS :	7	15.33	2.66	0.54
CONFERENCE SEMINARS :	1	1.33	1.66	0.09
OTHER :	3	1.33	1.33	0.08
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	6.00	0.66	0.20
POST INITIATED :	16	5.33	2.33	0.23
E.COMMUNICATIONS ACTIVITIES :	1	0.66	0.66	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	2	0.33	1.00	0.04
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.00	6.66	0.38
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	10	1.66	3.66	0.16
OTHER DEPARTMENT :	5	1.00	0.33	0.04
PROVINCES/MUNICIPALITIES :	6	1.00	1.33	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.66	3.33	0.33
LEAVE, PROFESSIONAL DEVELOP :		15.66	4.33	0.60
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	2.66	0.14
***** TOTALS *****		99.94	99.92	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 73  
FROM TERRIT : 58

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

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