

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : BERNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	301	13.50	21.00	0.69
FROM TERRITORIES :	621	11.50	22.50	0.68
B. VISITS TO CLIENTS IN TERRITORY :	36	22.50	9.50	0.64
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	1.00	3.50	0.09
MISSIONS :	2	0.00	1.50	0.03
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	7	2.50	7.50	0.20
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.50	1.00	0.09
POST INITIATED :	4	4.00	1.50	0.11
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	8	4.00	0.00	0.08
FROM TERRITORIES :	83	5.00	1.50	0.13
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	2.00	3.00	0.10
CONNECTIONS ARRANGED :	8	3.00	1.00	0.08
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	4	0.00	8.00	0.16
HOST GOVERNMENT :	1	0.00	1.50	0.03
OTHER DEPARTMENT :	1	0.00	0.50	0.01
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.00	1.50	0.31
LEAVE, PROFESSIONAL DEVELOP :		8.50	15.00	0.47
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 37  
FROM TERRIT : 106

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 15

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