

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	267	7.50	30.50	0.76
FROM TERRITORIES :	360	5.00	29.00	0.68
B.VISITS TO CLIENTS IN TERRITORY :	32	5.00	4.00	0.18
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	7.50	9.00	0.33
MISSIONS :	3	6.00	1.00	0.14
CONFERENCE SEMINARS :	4	17.50	1.00	0.37
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	7.50	1.00	0.17
POST INITIATED :	4	2.50	0.50	0.06
E.COMMUNICATIONS ACTIVITIES :	2	1.50	1.00	0.05
F.INVESTMENT ENQUIRIES				
FROM CANADA :	15	4.50	0.50	0.10
FROM TERRITORIES :	91	5.00	1.50	0.13
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	0.50	2.50	0.06
CONNECTIONS ARRANGED :	2	0.00	0.50	0.01
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.50	0.00	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	0.00	0.50	0.01
HOST GOVERNMENT :	1	0.00	0.50	0.01
OTHER DEPARTMENT :	3	1.50	0.50	0.04
PROVINCES/MUNICIPALITIES :	7	2.50	2.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	5.50	0.29
LEAVE, PROFESSIONAL DEVELOP :		9.50	9.00	0.37
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	41
	FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	50
	FROM TERRIT :	41
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2