

02/06/92

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	118	6.40	11.25	0.77
FROM TERRITORIES :	79	2.40	7.50	0.42
B. VISITS TO CLIENTS IN TERRITORY :	91	13.00	6.00	0.89
C. EXPORT/TRADE/POLICY FAIRS :	7	4.20	6.50	0.47
PROJECTS AND EVENTS MISSIONS :	5	5.60	6.25	0.53
CONFERENCE SEMINARS :	7	5.00	5.00	0.45
OTHER :	5	4.20	2.00	0.29
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	18	5.80	3.00	0.41
POST INITIATED :	8	7.60	0.50	0.40
E. COMMUNICATIONS ACTIVITIES :	5	3.80	1.25	0.24
F. INVESTMENT ENQUIRIES FROM CANADA :	24	4.00	2.50	0.30
FROM TERRITORIES :	59	4.00	5.00	0.40
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	26	0.00	1.25	0.05
CONNECTIONS ARRANGED :	23	2.40	6.75	0.39
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.40	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	12	1.00	4.25	0.22
HOST GOVERNMENT :	20	1.60	3.75	0.23
OTHER DEPARTMENT :	43	3.00	7.75	0.46
PROVINCES/MUNICIPALITIES :	17	3.60	1.50	0.24
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	3.00	0.42
LEAVE, PROFESSIONAL DEVELOP :		16.00	15.00	1.40
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 15

FROM TERRIT : 3

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 26

FROM TERRIT : 13

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 5

-LOCALLY ENGAGED : 4