

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 : BOGOTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	419	16.33	49.66	1.98
FROM TERRITORIES :	286	10.66	23.33	1.02
B. VISITS TO CLIENTS IN TERRITORY :	80	7.66	9.33	0.51
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	1.33	1.33	0.08
MISSIONS :	10	4.66	5.33	0.30
CONFERENCE SEMINARS :	13	6.33	3.33	0.29
OTHER :	2	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.33	0.33	0.05
POST INITIATED :	18	2.33	3.33	0.17
E. COMMUNICATIONS ACTIVITIES :	2	0.33	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	1	1.33	0.00	0.04
FROM TERRITORIES :	1	1.33	0.00	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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	4	1.33	0.00	0.04
OTHER DEPARTMENT :	6	0.33	0.00	0.01
PROVINCES/MUNICIPALITIES :	14	1.00	0.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		11.66	0.66	0.37
LEAVE, PROFESSIONAL DEVELOP :		5.00	3.33	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		26.66	0.00	0.80
L. TOURISM PROGRAM ACTIVITIES :		0.33	0.00	0.01
***** TOTALS *****		99.93	99.96	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	21
	FROM TERRIT :	17
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	67
	FROM TERRIT :	61
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	3