

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 PERSON-QTR |
|---|--------|----------------|---------|--------------------------|
| | | CANADA | LOC-ENG | |
| 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 |