

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : BOGOTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
	-----	-----	-----	-----
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	217	17.00	42.50	1.19
FROM TERRITORIES :	317	5.50	21.00	0.53
B.VISITS TO CLIENTS IN TERRITORY :	62	8.50	8.00	0.33
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	8.00	4.00	0.24
MISSIONS :	8	1.50	10.50	0.24
CONFERENCE SEMINARS :	11	20.00	0.50	0.41
OTHER :	1	0.00	0.50	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	1.00	2.00	0.06
POST INITIATED :	4	0.00	0.50	0.01
E.COMMUNICATIONS ACTIVITIES :	8	1.00	0.50	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.02
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	1	1.50	0.00	0.03
HOST GOVERNMENT :	10	1.00	0.50	0.03
OTHER DEPARTMENT :	1	0.50	0.50	0.02
PROVINCES/MUNICIPALITIES :	5	1.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.50	1.00	0.35
LEAVE, PROFESSIONAL DEVELOP :		14.50	7.50	0.44
K.SERVICE TO OTHER MISSION PROGRAMS :		1.50	0.50	0.04
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 :	5
	FROM TERRIT :	18
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	54
	FROM TERRIT :	120
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2