

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 : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 187	5.00	17.50	0.45
FROM TERRITORIES	: 329	3.50	24.00	0.55
B. VISITS TO CLIENTS IN TERRITORY	: 28	6.00	4.50	0.21
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 3	12.50	3.50	0.32
MISSIONS	: 2	0.50	2.00	0.05
CONFERENCE SEMINARS	: 0	0.00	0.00	0.00
OTHER	: 4	0.00	2.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 4	2.50	0.50	0.06
POST INITIATED	: 1	1.00	0.00	0.02
E. COMMUNICATIONS ACTIVITIES	: 4	0.00	0.50	0.01
F. INVESTMENT ENQUIRIES FROM CANADA	: 8	4.00	1.50	0.11
FROM TERRITORIES	: 41	5.50	2.50	0.16
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 3	0.50	1.00	0.03
CONNECTIONS ARRANGED	: 3	0.50	1.00	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: 2	2.00	0.00	0.04
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 6	0.00	3.00	0.06
HOST GOVERNMENT	: 0	0.00	0.00	0.00
OTHER DEPARTMENT	: 7	7.00	2.50	0.19
PROVINCES/MUNICIPALITIES	: 7	1.50	0.50	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 11.50	3.00	0.29	
LEAVE, PROFESSIONAL DEVELOP	: 30.00	30.50	1.21	
K. SERVICE TO OTHER MISSION PROGRAMS	: 5.00	0.00	0.10	
L. TOURISM PROGRAM ACTIVITIES	: 1.50	0.00	0.03	
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 8
	FROM TERRIT	: 0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 13
	FROM TERRIT	: 2
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 15
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 2
	-LOCALLY ENGAGED	: 2