

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	258	31.00	35.00	0.97
FROM TERRITORIES :	238	19.00	25.00	0.63
B.VISITS TO CLIENTS IN TERRITORY :	28	8.50	5.00	0.22
C.EXPORT/TRADE/POLICY FAIRS :	3	0.00	6.00	0.06
PROJECTS AND EVENTS MISSIONS :	5	12.00	0.00	0.24
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	2	2.50	0.00	0.05
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	4	1.50	0.00	0.03
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	12	2.50	2.00	0.07
FROM TERRITORIES :	35	10.00	1.00	0.21
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	12	1.00	3.00	0.05
CONNECTIONS ARRANGED :	13	0.00	2.00	0.02
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 :	2	0.50	1.00	0.02
OTHER DEPARTMENT :	2	0.00	1.00	0.01
PROVINCES/MUNICIPALITIES :	1	0.00	1.00	0.01
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	8.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		4.00	6.00	0.14
K.SERVICE TO OTHER MISSION PROGRAMS :		1.50	4.00	0.07
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 57
FROM TERRIT : 24

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 1