

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : DUSSELDORF

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
	-----	-----	-----	-----
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	275	11.66	26.66	1.15
FROM TERRITORIES :	307	11.00	20.00	0.93
B. VISITS TO CLIENTS IN TERRITORY :	73	11.66	10.33	0.66
C. EXPORT/TRADE/POLICY FAIRS :	7	2.33	7.66	0.30
PROJECTS AND EVENTS MISSIONS :	9	3.00	9.66	0.38
CONFERENCE SEMINARS :	5	2.66	0.33	0.09
OTHER :	1	0.00	0.66	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	1.66	0.66	0.07
POST INITIATED :	31	6.66	0.33	0.21
E. COMMUNICATIONS ACTIVITIES :	84	4.00	0.00	0.12
F. INVESTMENT ENQUIRIES FROM CANADA :	5	0.66	0.33	0.03
FROM TERRITORIES :	19	1.66	1.66	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	0.00	2.00	0.06
CONNECTIONS ARRANGED :	3	0.00	0.33	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.66	10.00	0.32
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	6	0.00	0.33	0.01
HOST GOVERNMENT :	34	0.00	2.00	0.06
OTHER DEPARTMENT :	20	2.00	2.00	0.12
PROVINCES/MUNICIPALITIES :	17	2.33	1.33	0.11
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		22.66	0.00	0.68
LEAVE, PROFESSIONAL DEVELOP :		6.00	3.66	0.29
K. SERVICE TO OTHER MISSION PROGRAMS :		9.33	0.00	0.28
***** TOTALS *****		99.93	99.93	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 33

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 3