

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : BONN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	149	11.75	7.50	0.77
FROM TERRITORIES :	241	10.00	5.75	0.63
B.VISITS TO CLIENTS IN TERRITORY :	72	14.75	10.00	0.99
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	9	4.75	4.50	0.37
MISSIONS :	7	1.25	5.00	0.25
CONFERENCE SEMINARS :	7	2.00	0.75	0.11
OTHER :	7	1.00	0.75	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	2.25	1.25	0.14
POST INITIATED :	42	9.75	3.50	0.53
E.COMMUNICATIONS ACTIVITIES :	6	3.25	1.25	0.18
F.INVESTMENT ENQUIRIES FROM CANADA :	14	1.25	2.00	0.13
FROM TERRITORIES :	98	4.50	10.00	0.58
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	42	0.00	5.50	0.22
CONNECTIONS ARRANGED :	30	0.00	7.50	0.30
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.75	8.25	0.48
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	20	0.00	2.75	0.11
HOST GOVERNMENT :	7	0.75	1.50	0.09
OTHER DEPARTMENT :	10	3.50	3.25	0.27
PROVINCES/MUNICIPALITIES :	18	4.75	2.75	0.30
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		14.25	6.25	0.82
LEAVE, PROFESSIONAL DEVELOP :		6.00	8.00	0.56
K.SERVICE TO OTHER MISSION PROGRAMS :		0.50	2.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	18
	FROM TERRIT :	4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	39
	FROM TERRIT :	16
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	4
	-LOCALLY ENGAGED :	4