

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : BERNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	270	16.50	23.50	0.80
FROM TERRITORIES :	318	13.00	27.50	0.81
B.VISITS TO CLIENTS IN TERRITORY :	51	12.50	7.00	0.39
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	2.50	3.00	0.11
MISSIONS :	5	1.00	3.00	0.08
CONFERENCE SEMINARS :	3	0.50	0.50	0.02
OTHER :	10	2.50	5.00	0.15
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	4.00	2.50	0.13
POST INITIATED :	8	2.50	1.50	0.08
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	38	6.50	2.00	0.17
FROM TERRITORIES :	48	8.00	0.00	0.16
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	7	0.00	2.50	0.05
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		11.00	0.00	0.22
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	0.00	2.00	0.04
HOST GOVERNMENT :	2	1.00	0.00	0.02
OTHER DEPARTMENT :	9	0.50	3.00	0.07
PROVINCES/MUNICIPALITIES :	6	1.00	2.50	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.50	2.00	0.23
LEAVE, PROFESSIONAL DEVELOP :		5.50	12.50	0.36
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.04
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 456
FROM TERRIT : 200

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

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