

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : BOGOTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	313	15.00	43.00	1.01
FROM TERRITORIES :	150	14.00	31.00	0.76
B.VISITS TO CLIENTS IN TERRITORY :	64	15.00	13.50	0.42
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	3.00	0.50	0.04
MISSIONS :	2	3.00	1.00	0.05
CONFERENCE SEMINARS :	3	4.00	0.50	0.05
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	10.00	0.00	0.10
POST INITIATED :	7	8.00	5.00	0.18
E.COMMUNICATIONS ACTIVITIES :	5	3.00	2.50	0.08
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	1.00	0.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'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 :	14	10.00	0.50	0.11
OTHER DEPARTMENT :	2	2.00	0.50	0.03
PROVINCES/MUNICIPALITIES :	3	2.00	0.50	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.00	0.02
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.50	0.01
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 16
FROM TERRIT : 70

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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