

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	210	7.50	26.00	0.67
FROM TERRITORIES :	533	3.50	24.00	0.55
B. VISITS TO CLIENTS IN TERRITORY :	35	5.00	7.00	0.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	22.50	8.50	0.62
MISSIONS :	5	1.00	6.50	0.15
CONFERENCE SEMINARS :	1	0.00	0.50	0.01
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	15.00	1.00	0.32
POST INITIATED :	5	0.00	2.50	0.05
E. COMMUNICATIONS ACTIVITIES :	3	1.00	1.50	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	7	4.00	1.00	0.10
FROM TERRITORIES :	41	3.00	2.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	9	2.50	2.00	0.09
CONNECTIONS ARRANGED :	4	0.50	0.50	0.02
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	3.00	0.06
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	1.50	3.50	0.10
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	5	5.00	3.00	0.16
PROVINCES/MUNICIPALITIES :	2	0.00	1.50	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		12.50	2.50	0.30
LEAVE, PROFESSIONAL DEVELOP :		8.00	3.50	0.23
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		2.50	0.00	0.05
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	39
	FROM TERRIT :	14
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	138
	FROM TERRIT :	37
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	5
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2