

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 152	8.75	8.00	0.67
FROM TERRITORIES	: 188	10.50	5.00	0.62
B. VISITS TO CLIENTS IN TERRITORY	: 85	12.00	10.25	0.89
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 2	1.75	1.25	0.12
MISSIONS	: 8	5.00	4.00	0.36
CONFERENCE SEMINARS	: 4	3.00	5.00	0.32
OTHER	: 4	0.00	4.00	0.16
D. COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 9	2.75	1.50	0.17
POST INITIATED	: 25	3.50	1.75	0.21
E. COMMUNICATIONS ACTIVITIES	: 8	0.25	2.00	0.09
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 24	1.25	2.75	0.16
FROM TERRITORIES	: 67	2.50	3.75	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 47	1.25	6.50	0.31
CONNECTIONS ARRANGED	: 44	1.25	9.00	0.41
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	: 2.00	0.00	0.00	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 21	0.50	1.25	0.07
HOST GOVERNMENT	: 18	0.75	0.75	0.06
OTHER DEPARTMENT	: 39	3.25	3.75	0.28
PROVINCES/MUNICIPALITIES	: 25	4.75	2.50	0.29
J. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.	: 15.75	8.25	0.96	
LEAVE, PROFESSIONAL DEVELOP	: 19.25	18.75	1.52	
K. SERVICE TO OTHER MISSION PROGRAMS	: 0.00	0.00	0.00	
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	: 19
	FROM TERRIT	: 4
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 21
	FROM TERRIT	: 121
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 9
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 4
	-LOCALLY ENGAGED	: 4