

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : BOGOTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	666	17.33	30.00	1.42
FROM TERRITORIES :	389	12.66	24.33	1.11
B.VISITS TO CLIENTS IN TERRITORY :	277	8.66	12.33	0.63
C.EXPORT/TRADE/POLICY FAIRS :	4	6.66	1.66	0.25
PROJECTS AND EVENTS MISSIONS :	8	8.00	1.00	0.27
CONFERENCE SEMINARS :	3	4.00	0.33	0.13
OTHER :	5	13.33	0.33	0.41
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	2	2.33	1.00	0.10
POST INITIATED :	2	1.00	0.33	0.04
E.COMMUNICATIONS ACTIVITIES :	5	4.33	0.00	0.13
F.INVESTMENT ENQUIRIES FROM CANADA :	1	0.66	0.66	0.04
FROM TERRITORIES :	2	0.33	0.33	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.66	0.02
CONNECTIONS ARRANGED :	2	0.00	0.66	0.02
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.66	7.33	0.24
HOST GOVERNMENT :	2	0.66	1.66	0.07
OTHER DEPARTMENT :	6	3.00	5.00	0.24
PROVINCES/MUNICIPALITIES :	4	3.66	3.33	0.21
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	6.33	0.40
LEAVE, PROFESSIONAL DEVELOP :		2.66	0.33	0.09
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	2.33	0.16
***** TOTALS *****		99.93	99.93	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 52
FROM TERRIT : 71

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 3