

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 : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	255	20.00	16.00	0.72
FROM TERRITORIES :	397	10.00	31.50	0.83
B.VISITS TO CLIENTS IN TERRITORY :	53	12.50	7.00	0.39
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	6.50	8.00	0.29
MISSIONS :	4	2.00	8.50	0.21
CONFERENCE SEMINARS :	3	12.50	0.00	0.25
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	0.00	7.00	0.14
POST INITIATED :	4	0.00	1.00	0.02
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	15	5.00	1.00	0.12
FROM TERRITORIES :	52	9.50	0.50	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	1.00	0.02
CONNECTIONS ARRANGED :	0	0.50	0.00	0.01
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.04
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	1.00	0.00	0.02
HOST GOVERNMENT :	0	0.50	0.00	0.01
OTHER DEPARTMENT :	0	2.00	2.00	0.08
PROVINCES/MUNICIPALITIES :	0	1.00	2.50	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	6.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		6.00	8.00	0.28
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	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 110
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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