

27/07/93

External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : DUSSELDORF

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	327	16.33	35.50	1.20
FROM TERRITORIES :	340	9.33	29.00	0.86
B. VISITS TO CLIENTS IN TERRITORY :	36	6.33	3.00	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	5.66	14.00	0.45
MISSIONS :	3	5.00	4.00	0.23
CONFERENCE SEMINARS :	1	3.33	1.00	0.12
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	5.00	0.50	0.16
POST INITIATED :	12	7.33	0.50	0.23
E. COMMUNICATIONS ACTIVITIES :	2	0.66	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.66	0.00	0.02
FROM TERRITORIES :	0	0.00	0.00	0.00
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.33	0.50	0.11
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	12	3.33	0.50	0.11
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	11	1.66	1.00	0.07
PROVINCES/MUNICIPALITIES :	15	5.00	3.00	0.21
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	3.00	0.54
LEAVE, PROFESSIONAL DEVELOP :		5.00	4.00	0.23
K. SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.50	0.19
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	11
	FROM TERRIT :	3
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	72
	FROM TERRIT :	15
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		12
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	2