

07/06/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1993

POST : BERNE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	165	10.00	21.00	0.52
FROM TERRITORIES :	294	5.00	32.50	0.70
B.VISITS TO CLIENTS IN TERRITORY :	8	15.00	3.50	0.22
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	5.00	10.00	0.25
MISSIONS :	0	0.00	0.00	0.00
CONFERENCE SEMINARS :	2	10.00	4.00	0.18
OTHER :	0	5.00	0.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	1.50	0.03
POST INITIATED :	0	5.00	0.00	0.05
E.COMMUNICATIONS ACTIVITIES :	0	10.00	2.00	0.14
F.INVESTMENT ENQUIRIES				
FROM CANADA :	6	5.00	0.50	0.06
FROM TERRITORIES :	21	0.00	1.50	0.03
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	0.00	0.50	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	10.50	0.26
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	2	0.00	0.50	0.01
PROVINCES/MUNICIPALITIES :	3	0.00	1.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		0.00	8.50	0.17
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		5.00	2.50	0.10
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	2
	FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	29
	FROM TERRIT :	90
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2