

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : BOGOTA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	687	15.00	30.00	1.20
FROM TERRITORIES :	381	10.00	21.66	0.85
B.VISITS TO CLIENTS IN TERRITORY :	75	7.50	8.33	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	6	12.50	6.66	0.45
MISSIONS :	7	12.50	6.66	0.45
CONFERENCE SEMINARS :	3	0.00	1.33	0.04
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	1	2.50	1.66	0.10
POST INITIATED :	8	13.00	6.66	0.46
E.COMMUNICATIONS ACTIVITIES :	8	1.00	1.33	0.06
F.INVESTMENT ENQUIRIES FROM CANADA :	1	0.50	0.66	0.03
FROM TERRITORIES :	2	0.50	0.66	0.03
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	2.50	0.66	0.07
OTHER DEPARTMENT :	2	2.50	0.33	0.06
PROVINCES/MUNICIPALITIES :	2	1.00	1.66	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		6.00	3.33	0.22
K.SERVICE TO OTHER MISSION PROGRAMS :		5.50	8.33	0.36
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.92	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 39
FROM TERRIT : 51

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 16

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2
- LOCALLY-ENGAGED : 3