

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : BERNE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	165	10.00	31.50	0.73
FROM TERRITORIES :	341	3.00	23.00	0.49
B.VISITS TO CLIENTS IN TERRITORY :	26	10.00	6.50	0.23
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	2.00	0.04
MISSIONS :	2	0.00	5.00	0.10
CONFERENCE SEMINARS :	4	5.00	1.00	0.07
OTHER :	3	10.00	0.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	9.00	0.18
POST INITIATED :	3	1.00	1.00	0.03
E.COMMUNICATIONS ACTIVITIES :	11	15.00	0.00	0.15
F.INVESTMENT ENQUIRIES				
FROM CANADA :	5	1.00	0.00	0.01
FROM TERRITORIES :	23	1.00	0.50	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	1.00	0.02
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 :	45	0.00	0.50	0.01
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	10	7.00	2.50	0.12
PROVINCES/MUNICIPALITIES :	6	2.00	1.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	2.50	0.30
LEAVE, PROFESSIONAL DEVELOP :		0.00	10.50	0.21
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.10
L.TOURISM PROGRAM ACTIVITIES :		0.00	2.50	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	3
	FROM TERRIT :	2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	23
	FROM TERRIT :	68
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2