

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : DUSSELDORF

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
	-----	-----	-----	-----
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	330	16.66	42.66	1.78
FROM TERRITORIES :	360	11.00	23.66	1.04
B. VISITS TO CLIENTS IN TERRITORY :	61	10.00	7.33	0.52
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	14	5.00	8.66	0.41
MISSIONS :	10	1.33	3.66	0.15
CONFERENCE SEMINARS :	3	3.66	0.00	0.11
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	2.33	0.66	0.09
POST INITIATED :	11	2.33	2.66	0.15
E. COMMUNICATIONS ACTIVITIES :	2	0.66	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	3	1.00	0.00	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	0.00	0.66	0.02
CONNECTIONS ARRANGED :	5	0.00	0.33	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.66	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	0.66	0.00	0.02
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	79	3.00	2.66	0.17
PROVINCES/MUNICIPALITIES :	37	2.00	2.00	0.12
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.66	4.00	0.71
LEAVE, PROFESSIONAL DEVELOP :		10.33	1.00	0.34
K. SERVICE TO OTHER MISSION PROGRAMS :		6.66	0.00	0.20
L. TOURISM PROGRAM ACTIVITIES :		2.00	0.00	0.06
***** TOTALS *****		99.94	99.94	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 21

FROM TERRIT : 7

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 94

FROM TERRIT : 17

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 59

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 3

-LOCALLY ENGAGED : 3