

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/10/05

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	496	15.00	28.33	1.30
FROM TERRITORIES :	529	14.33	21.66	1.08
B.VISITS TO CLIENTS IN TERRITORY :	180	16.00	9.00	0.75
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	6	8.33	4.00	0.37
CONFERENCE SEMINARS :	2	1.66	2.33	0.12
OTHER :	2	3.33	0.66	0.12
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	4.00	7.33	0.34
POST INITIATED :	21	4.33	6.00	0.31
E.COMMUNICATIONS ACTIVITIES :	2	0.33	1.00	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
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 :		10.33	10.66	0.63
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	28	2.00	1.66	0.11
OTHER DEPARTMENT :	2	1.33	0.33	0.05
PROVINCES/MUNICIPALITIES :	5	1.66	0.33	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.66	0.66	0.28
LEAVE, PROFESSIONAL DEVELOP :		4.66	4.00	0.26
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	2.00	0.18
***** TOTALS *****		99.95	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 103
FROM TERRIT : 57

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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