

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BONN

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	116	15.33	10.00	0.66
FROM TERRITORIES :	180	10.00	10.00	0.50
B.VISITS TO CLIENTS IN TERRITORY :	45	9.66	2.50	0.34
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	3.33	0.00	0.10
MISSIONS :	6	3.00	4.00	0.17
CONFERENCE SEMINARS :	1	0.33	0.00	0.01
OTHER :	0	0.00	1.50	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	8.33	2.50	0.30
POST INITIATED :	9	5.66	0.00	0.17
E.COMMUNICATIONS ACTIVITIES :	18	4.33	0.00	0.13
F.INVESTMENT ENQUIRIES				
FROM CANADA :	25	1.66	1.50	0.08
FROM TERRITORIES :	180	25.00	0.00	0.75
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	36	0.00	27.00	0.54
CONNECTIONS ARRANGED :	2	0.00	8.00	0.16
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 :	7	1.00	4.00	0.11
OTHER DEPARTMENT :	2	0.33	15.00	0.31
PROVINCES/MUNICIPALITIES :	14	2.33	3.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.33	2.00	0.23
LEAVE, PROFESSIONAL DEVELOP :		3.33	9.00	0.28
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 41
FROM TERRIT : 14

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

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