

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : BONN

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	117	11.20	7.25	0.85
FROM TERRITORIES :	91	4.20	7.00	0.49
B. VISITS TO CLIENTS IN TERRITORY :	129	17.00	16.25	1.50
C. EXPORT/TRADE/POLICY FAIRS :	6	3.60	2.50	0.28
PROJECTS AND EVENTS MISSIONS :	3	0.00	0.75	0.03
CONFERENCE SEMINARS :	4	8.60	0.00	0.43
OTHER :	10	4.00	2.50	0.30
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	19	7.60	2.75	0.49
POST INITIATED :	43	9.60	6.00	0.72
E. COMMUNICATIONS ACTIVITIES :	5	3.00	1.75	0.22
F. INVESTMENT ENQUIRIES FROM CANADA :	25	2.00	5.00	0.30
FROM TERRITORIES :	71	3.00	11.50	0.61
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	67	0.00	3.25	0.13
CONNECTIONS ARRANGED :	66	0.00	12.25	0.49
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		1.60	4.25	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	19	1.00	1.25	0.10
HOST GOVERNMENT :	22	2.60	0.75	0.16
OTHER DEPARTMENT :	41	3.20	3.00	0.28
PROVINCES/MUNICIPALITIES :	20	4.60	1.50	0.29
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.40	5.50	0.74
LEAVE, PROFESSIONAL DEVELOP :		1.60	5.00	0.28
K. SERVICE TO OTHER MISSION PROGRAMS :		1.20	0.00	0.06
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	9.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	59
FROM TERRIT :	48
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	45
FROM TERRIT :	43
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	9
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	4