

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	422	12.50	21.33	0.89
FROM TERRITORIES :	401	10.00	30.00	1.10
B.VISITS TO CLIENTS IN TERRITORY :	95	7.50	9.33	0.43
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	7.50	12.00	0.51
MISSIONS :	3	5.00	4.00	0.22
CONFERENCE SEMINARS :	0	0.00	2.00	0.06
OTHER :	0	1.00	0.33	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	3.00	1.33	0.10
POST INITIATED :	6	12.50	0.66	0.27
E.COMMUNICATIONS ACTIVITIES :	1	0.00	0.33	0.01
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 :		0.00	5.33	0.16
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.66	0.02
HOST GOVERNMENT :	3	2.00	0.00	0.04
OTHER DEPARTMENT :	2	2.50	0.33	0.06
PROVINCES/MUNICIPALITIES :	2	1.00	1.66	0.07
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	1.33	0.16
LEAVE, PROFESSIONAL DEVELOP :		23.00	6.00	0.64
K.SERVICE TO OTHER MISSION PROGRAMS :		6.50	3.33	0.23
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 54
FROM TERRIT : 48

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

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