

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : DUSSELDORF

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	367	20.66	39.33	1.80
FROM TERRITORIES :	370	10.00	30.66	1.22
B. VISITS TO CLIENTS IN TERRITORY :	58	8.66	2.33	0.33
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	6.66	7.66	0.43
MISSIONS :	4	0.66	1.66	0.07
CONFERENCE SEMINARS :	4	0.66	1.66	0.07
OTHER :	1	1.66	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.33	0.00	0.07
POST INITIATED :	8	5.33	0.66	0.18
E. COMMUNICATIONS ACTIVITIES :	8	3.66	0.00	0.11
F. INVESTMENT ENQUIRIES FROM CANADA :	9	2.33	0.33	0.08
FROM TERRITORIES :	6	0.33	0.33	0.02
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'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.66	3.00	0.11
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	20	0.33	3.33	0.11
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	54	4.66	3.33	0.24
PROVINCES/MUNICIPALITIES :	20	2.00	0.66	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		13.33	2.33	0.47
LEAVE, PROFESSIONAL DEVELOP :		7.66	2.66	0.31
K. SERVICE TO OTHER MISSION PROGRAMS :		8.33	0.00	0.25
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.91	99.93	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	5
	FROM TERRIT :	2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	23
	FROM TERRIT :	13
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	35
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	3