

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : BOGOTA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	668	24.33	24.66	1.47
FROM TERRITORIES	378	14.33	17.66	0.96
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 161	15.00	9.33	0.73
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	2	2.66	0.66	0.10
MISSIONS	5	6.66	7.00	0.41
OTHER	3	0.66	2.66	0.10
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	5	1.33	5.00	0.19
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	2	0.33	0.00	0.01
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	2	5.00	6.66	0.35
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	5	2.33	1.66	0.12
FROM OTHER GOV'T SOURCES- CONTACTS	85	6.33	6.00	0.37
- REPORTS	6	1.66	3.33	0.15
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		9.66	2.00	0.35
LEAVE, PROFESSIONAL DEVELOP		7.33	13.33	0.62
J. SERVICE TO OTHER MISSION PROGRAMS		2.33	0.00	0.07
***** TOTALS *****		99.94	99.95	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 112  
FROM TERRIT : 41

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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