

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : BRUSSELS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	237	10.66	22.00	0.76
FROM TERRITORIES :	175	9.33	19.00	0.66
B.VISITS TO CLIENTS IN TERRITORY :	26	11.66	12.50	0.60
C.EXPORT/TRADE/POLICY FAIRS :	5	3.33	6.00	0.22
PROJECTS AND EVENTS MISSIONS :	4	2.66	8.00	0.24
CONFERENCE SEMINARS :	3	1.33	1.00	0.06
OTHER :	2	1.33	0.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	5.33	6.00	0.28
POST INITIATED :	7	3.33	4.00	0.18
E.COMMUNICATIONS ACTIVITIES :	2	2.00	2.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	10	4.00	2.00	0.16
FROM TERRITORIES :	15	4.66	2.50	0.19
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	24	5.00	0.00	0.15
CONNECTIONS ARRANGED :	6	4.00	0.00	0.12
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.33	0.00	0.04
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.33	1.00	0.06
HOST GOVERNMENT :	8	2.66	2.00	0.12
OTHER DEPARTMENT :	10	5.33	1.50	0.19
PROVINCES/MUNICIPALITIES :	14	5.00	2.50	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		7.33	8.00	0.38
K.SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
***** TOTALS *****		99.93	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 32
FROM TERRIT : 73

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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