

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT FOR QUARTER 1 OF FISCAL YEAR 1991

POST : BELGRADE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	319	17.50	22.50	0.80
FROM TERRITORIES :	89	5.00	17.50	0.45
B. VISITS TO CLIENTS IN TERRITORY :	35	10.00	12.50	0.45
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	7.50	7.50	0.30
MISSIONS :	7	10.00	7.50	0.35
CONFERENCE SEMINARS :	1	2.50	2.50	0.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	2.50	0.00	0.05
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	2	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	2.50	2.50	0.10
FROM TERRITORIES :	2	2.50	2.50	0.10
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	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	10	7.50	7.50	0.30
HOST GOVERNMENT :	2	2.50	2.50	0.10
OTHER DEPARTMENT :	10	5.00	5.00	0.20
PROVINCES/MUNICIPALITIES :	10	5.00	5.00	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		7.50	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		10.00	5.00	0.30
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	16
	FROM TERRIT :	40
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	28
	FROM TERRIT :	5
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	8
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	2