

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	393	17.50	18.33	0.90
FROM TERRITORIES :	277	15.00	15.00	0.75
B.VISITS TO CLIENTS IN TERRITORY :	64	15.00	11.66	0.65
C.EXPORT/TRADE/POLICY FAIRS :	4	5.00	10.00	0.40
PROJECTS AND EVENTS MISSIONS :	11	5.00	5.00	0.25
CONFERENCE SEMINARS :	14	2.50	5.00	0.20
OTHER :	4	0.00	1.66	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	2.50	1.66	0.10
POST INITIATED :	2	5.00	1.66	0.15
E.COMMUNICATIONS ACTIVITIES :	73	7.50	6.66	0.35
F.INVESTMENT ENQUIRIES FROM CANADA :	19	2.50	1.66	0.10
FROM TERRITORIES :	27	7.50	6.66	0.35
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	13	2.50	5.00	0.20
CONNECTIONS ARRANGED :	12	0.00	1.66	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	2.50	3.33	0.15
HOST GOVERNMENT :	20	2.50	1.66	0.10
OTHER DEPARTMENT :	10	2.50	1.66	0.10
PROVINCES/MUNICIPALITIES :	5	2.50	1.66	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
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	99.92	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 21

FROM TERRIT : 10

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 104

FROM TERRIT : 109

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED : 2

- LOCALLY ENGAGED : 3