

20/04/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	278	15.00	32.66	1.43
FROM TERRITORIES :	373	6.66	17.66	0.73
B.VISITS TO CLIENTS IN TERRITORY :	72	11.66	11.66	0.70
C.EXPORT/TRADE/POLICY FAIRS :	10	5.00	8.00	0.39
PROJECTS AND EVENTS MISSIONS :	11	5.00	6.66	0.35
CONFERENCE SEMINARS :	13	5.00	1.66	0.20
OTHER :	5	1.66	3.33	0.15
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	5.00	1.66	0.20
POST INITIATED :	11	3.33	0.00	0.10
E.COMMUNICATIONS ACTIVITIES :	10	1.00	0.00	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	10	1.66	0.00	0.05
FROM TERRITORIES :	37	5.00	0.00	0.15
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	1.66	1.66	0.10
CONNECTIONS ARRANGED :	3	1.66	0.00	0.05
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		13.33	3.33	0.50
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.66	0.00	0.02
HOST GOVERNMENT :	10	2.66	0.00	0.08
OTHER DEPARTMENT :	5	0.66	0.00	0.02
PROVINCES/MUNICIPALITIES :	16	3.33	0.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.33	1.66	0.30
LEAVE, PROFESSIONAL DEVELOP :		1.66	0.00	0.05
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	10.00	0.30
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.92	99.94	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 19

FROM TERRIT : 16

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 64

FROM TERRIT : 193

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 5

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 3

-LOCALLY ENGAGED : 3