

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : BELGRADE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 208	39.00	33.50	1.06
FROM TERRITORIES	: 373	15.00	31.50	0.78
B. VISITS TO CLIENTS IN TERRITORY	: 67	18.00	16.00	0.50
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 0	0.00	0.00	0.00
CONFERENCE SEMINARS	: 0	0.00	0.00	0.00
OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 0	0.00	0.00	0.00
POST INITIATED	: 6	3.00	1.50	0.06
E. COMMUNICATIONS ACTIVITIES	: 0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 0	0.00	0.00	0.00
FROM TERRITORIES	: 18	2.00	4.50	0.11
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'T'N IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 0	0.00	0.00	0.00
HOST GOVERNMENT	: 3	1.00	1.50	0.04
OTHER DEPARTMENT	: 3	2.00	1.50	0.05
PROVINCES/MUNICIPALITIES	: 5	2.00	1.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 5.00	1.00		0.07
LEAVE, PROFESSIONAL DEVELOP	: 8.00	7.00		0.22
K. SERVICE TO OTHER MISSION PROGRAMS	: 5.00	1.00		0.07
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00		0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 1
	FROM TERRIT	: 0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 9
	FROM TERRIT	: 113
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 1
	-LOCALLY ENGAGED	: 2