

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : VIENNA

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	113	2.00	16.50	0.35
FROM TERRITORIES :	134	1.00	16.50	0.34
B. VISITS TO CLIENTS IN TERRITORY	33	4.00	8.50	0.21
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	6	1.00	2.50	0.06
MISSIONS :	2	2.00	0.50	0.03
OTHER :	9	1.00	3.50	0.08
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	19	2.00	6.50	0.15
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	7	1.00	1.50	0.04
FROM TERRITORIES :	35	7.00	5.50	0.18
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	9	4.00	2.00	0.08
CONNECTIONS ARRANGED :	4	3.00	5.00	0.13
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	8	6.00	3.50	0.13
FROM OTHER GOV'T SOURCES- CONTACTS :	19	3.00	5.50	0.14
- REPORTS :	10	3.00	4.00	0.11
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		10.00	1.50	0.13
LEAVE, PROFESSIONAL DEVELOP :		30.00	16.00	0.62
J. SERVICE TO OTHER MISSION PROGRAMS :		20.00	1.00	0.22
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 28
FROM TERRIT : 43

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2