

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : VIENNA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	150	2.00	24.50	0.51
FROM TERRITORIES :	102	2.00	13.00	0.28
B. VISITS TO CLIENTS IN TERRITORY :	23	3.00	7.00	0.17
C. EXPORT/TRADE/POLICY FAIRS :	4	0.00	3.00	0.06
PROJECTS AND EVENTS MISSIONS :	7	7.00	5.50	0.18
CONFERENCE SEMINARS :	0	0.00	1.50	0.03
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	8.00	2.00	0.12
POST INITIATED :	1	2.00	0.50	0.03
E. COMMUNICATIONS ACTIVITIES :	0	5.00	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA :	18	0.00	3.00	0.06
FROM TERRITORIES :	86	0.00	6.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	15	0.00	4.50	0.09
CONNECTIONS ARRANGED :	97	0.00	6.50	0.13
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		7.00	0.00	0.07
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	0.00	2.00	0.04
HOST GOVERNMENT :	12	0.00	2.00	0.04
OTHER DEPARTMENT :	4	0.00	1.00	0.02
PROVINCES/MUNICIPALITIES :	15	0.00	3.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	0.50	0.26
LEAVE, PROFESSIONAL DEVELOP :		30.00	14.00	0.58
K. SERVICE TO OTHER MISSION PROGRAMS :		9.00	0.00	0.09
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.50	0.01
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	17
FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	48
FROM TERRIT :	2
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2