

TSRPT02E

TRADE TRACKING SYSTEM

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

POST	: VIENNA	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	: 124	3.00	23.00	0.49
	FROM TERRITORIES	: 104	2.00	14.00	0.30
B. VISITS TO CLIENTS IN TERRITORY		: 36	4.00	9.50	0.23
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	: 4	0.00	2.00	0.04
	MISSIONS	: 3	8.00	8.50	0.25
	CONFERENCE SEMINARS	: 1	3.00	0.50	0.04
	OTHER	: 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	: 4	8.00	0.50	0.09
	POST INITIATED	: 2	6.00	1.00	0.08
E. COMMUNICATIONS ACTIVITIES		: 1	5.00	0.00	0.05
F. INVESTMENT ENQUIRIES	FROM CANADA	: 19	0.00	3.50	0.07
	FROM TERRITORIES	: 93	0.00	5.50	0.11
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA		: 13	0.00	4.00	0.08
	CONNECTIONS ARRANGED	: 92	0.00	6.50	0.13
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST		: 0	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	: 6	0.00	1.00	0.02
	HOST GOVERNMENT	: 13	0.00	2.00	0.04
	OTHER DEPARTMENT	: 9	3.00	1.50	0.06
	PROVINCES/MUNICIPALITIES	: 17	3.00	2.00	0.07
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	: 35.00	0.00		0.35
	LEAVE, PROFESSIONAL DEVELOP	: 0.00		12.00	0.24
K. SERVICE TO OTHER MISSION PROGRAMS		: 20.00	0.00		0.20
L. TOURISM PROGRAM ACTIVITIES		: 0.00		3.00	0.06
***** TOTALS *****			100.00	100.00	3.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 17			
	FROM TERRIT	: 2			
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 24			
	FROM TERRIT	: 48			
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 0			
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 1			
	-LOCALLY ENGAGED	: 2			