

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 : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	241	13.33	23.33	1.10
FROM TERRITORIES :	432	13.33	30.00	1.30
B. VISITS TO CLIENTS IN TERRITORY :	90	11.66	11.66	0.70
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	8	1.66	6.66	0.25
MISSIONS :	2	5.00	5.00	0.30
CONFERENCE SEMINARS :	5	3.33	1.66	0.15
OTHER :	2	1.66	1.66	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	3.33	1.66	0.15
POST INITIATED :	12	3.33	1.66	0.15
E. COMMUNICATIONS ACTIVITIES :	10	1.66	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	1.66	0.00	0.05
FROM TERRITORIES :	12	5.00	0.00	0.15
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	13	1.66	1.66	0.10
CONNECTIONS ARRANGED :	5	1.66	1.66	0.10
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.66	3.33	0.30
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	1.66	0.00	0.05
HOST GOVERNMENT :	5	1.66	0.00	0.05
OTHER DEPARTMENT :	5	1.66	0.00	0.05
PROVINCES/MUNICIPALITIES :	16	5.00	5.00	0.30
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.33	1.66	0.30
LEAVE, PROFESSIONAL DEVELOP :		3.33	1.66	0.15
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	1.66	0.15
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.90	99.92	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	61
	FROM TERRIT :	34
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	104
	FROM TERRIT :	81
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		15
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	3