

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : ATHENS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	420	15.00	47.00	1.09
FROM TERRITORIES :	338	10.00	22.00	0.54
B. VISITS TO CLIENTS IN TERRITORY :	91	8.00	19.00	0.46
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.00	2.00	0.04
MISSIONS :	2	0.00	6.00	0.12
CONFERENCE SEMINARS :	1	0.00	1.00	0.02
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	1.00	0.07
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	0.00	0.00
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 :		10.00	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	2.00	0.00	0.02
HOST GOVERNMENT :	5	5.00	0.00	0.05
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		20.00	2.00	0.24
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.05
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 27
FROM TERRIT : 62

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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