

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : VIENNA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	70	5.00	22.00	0.49
FROM TERRITORIES :	144	2.00	14.00	0.30
B.VISITS TO CLIENTS IN TERRITORY :	27	5.00	5.50	0.16
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	4	0.00	2.50	0.05
MISSIONS :	2	7.00	0.00	0.07
CONFERENCE SEMINARS :	4	5.00	2.50	0.10
OTHER :	2	0.00	0.50	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	2.00	2.00	0.06
POST INITIATED :	2	3.00	0.00	0.03
E.COMMUNICATIONS ACTIVITIES :	1	3.00	0.00	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	10	1.00	2.00	0.05
FROM TERRITORIES :	75	2.00	7.00	0.16
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	25	2.00	2.00	0.06
CONNECTIONS ARRANGED :	58	2.00	5.00	0.12
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		10.00	0.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	9	0.00	1.00	0.02
HOST GOVERNMENT :	15	3.00	1.50	0.06
OTHER DEPARTMENT :	13	4.00	1.50	0.07
PROVINCES/MUNICIPALITIES :	20	0.00	3.00	0.06
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		30.00	1.50	0.33
LEAVE, PROFESSIONAL DEVELOP :		0.00	24.50	0.49
K.SERVICE TO OTHER MISSION PROGRAMS :		12.00	1.50	0.15
L.TOURISM PROGRAM ACTIVITIES :		2.00	0.50	0.03
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	8
	FROM TERRIT :	7
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	23
	FROM TERRIT :	23

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	9
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2