

TRADE TRACKING SYSTEM

87/09/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : VIENNA

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	: 176	3.00	22.00	0.47
	FROM TERRITORIES	: 124	1.00	16.00	0.33
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 37	5.00	7.50	0.20
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 9	0.00	2.50	0.05
	MISSIONS	: 5	5.00	1.00	0.07
	OTHER	: 16	1.00	3.00	0.07
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 10	2.00	3.00	0.08
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 6	2.00	2.00	0.06
	FROM TERRITORIES	: 49	10.00	6.50	0.23
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA		: 8	5.00	2.50	0.10
	CONNECTIONS ARRANGED	: 138	2.00	7.50	0.17
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA		: 1	16.00	0.00	0.16
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 6	3.00	0.50	0.04
	FROM OTHER GOV'T SOURCES- CONTACTS	: 32	3.00	3.00	0.09
	- REPORTS	: 11	2.00	3.50	0.09
I. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.		8.00	1.00	0.10
	LEAVE, PROFESSIONAL DEVELOP		30.00	18.00	0.66
J. SERVICE TO OTHER MISSION PROGRAMS			2.00	0.50	0.03
***** TOTALS *****			100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 50  
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

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