

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : VIENNA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	221	2.00	23.00	0.48
FROM TERRITORIES :	132	1.00	14.50	0.30
B.VISITS TO CLIENTS IN TERRITORY :	38	3.00	7.50	0.18
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	1.00	1.50	0.04
MISSIONS :	6	4.00	1.00	0.06
CONFERENCE SEMINARS :	3	1.00	0.50	0.02
OTHER :	3	1.00	0.50	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.00	3.00	0.08
POST INITIATED :	8	2.00	1.50	0.05
E.COMMUNICATIONS ACTIVITIES :	15	3.00	2.50	0.08
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	1.00	2.00	0.05
FROM TERRITORIES :	49	8.00	5.50	0.19
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	19	3.00	2.50	0.08
CONNECTIONS ARRANGED :	101	8.00	5.50	0.19
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	22	2.00	4.00	0.10
HOST GOVERNMENT :	9	1.00	2.00	0.05
OTHER DEPARTMENT :	10	1.00	2.00	0.05
PROVINCES/MUNICIPALITIES :	28	2.00	4.50	0.11
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		27.00	0.50	0.28
LEAVE, PROFESSIONAL DEVELOP :		25.00	14.00	0.53
K.SERVICE TO OTHER MISSION PROGRAMS :		2.00	2.00	0.06
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 32
FROM TERRIT : 65

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

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