

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 365	20.00	18.33	0.95
FROM TERRITORIES	: 324	12.50	13.33	0.65
B. VISITS TO CLIENTS IN TERRITORY	: 50	5.00	5.00	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 4	2.50	6.66	0.25
MISSIONS	: 8	5.00	5.00	0.25
CONFERENCE SEMINARS	: 11	2.50	0.00	0.05
OTHER	: 3	2.50	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 15	5.00	3.33	0.20
POST INITIATED	: 13	2.50	3.33	0.15
E. COMMUNICATIONS ACTIVITIES	: 90	7.50	5.00	0.30
F. INVESTMENT ENQUIRIES				
FROM CANADA	: 24	5.00	8.33	0.35
FROM TERRITORIES	: 15	2.50	6.66	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 28	0.00	10.00	0.30
CONNECTIONS ARRANGED	: 21	0.00	0.00	0.00
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST	: 2.50	3.33	0.15	
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 51	7.50	8.33	0.40
HOST GOVERNMENT	: 1	2.50	0.00	0.05
OTHER DEPARTMENT	: 5	2.50	0.00	0.05
PROVINCES/MUNICIPALITIES	: 3	2.50	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 10.00	0.00	0.20	
LEAVE, PROFESSIONAL DEVELOP	: 0.00	3.33	0.10	
K. SERVICE TO OTHER MISSION PROGRAMS	: 0.00	0.00	0.00	
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 17
	FROM TERRIT	: 5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 79
	FROM TERRIT	: 78

NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 3
NUMBER OF OCCUPIED OFFICER POSITIONS	
-CANADA BASED	: 2
-LOCALLY ENGAGED	: 3