

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	175	11.66	19.50	0.74
FROM TERRITORIES	197	11.66	22.50	0.80
B. VISITS TO CLIENTS IN TERRITORY VISITS :	37	9.66	6.00	0.41
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	6	9.00	10.00	0.47
MISSIONS :	9	4.00	11.50	0.35
OTHER :	3	1.00	5.00	0.13
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	48	3.33	10.00	0.30
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	20	4.00	2.00	0.16
FROM TERRITORIES :	25	6.66	2.50	0.25
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	15	5.00	0.00	0.15
CONNECTIONS ARRANGED :	13	3.33	0.00	0.10
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	12	4.33	0.00	0.13
FROM OTHER GOV'T SOURCES- CONTACTS :	30	3.33	3.00	0.16
- REPORTS :	6	3.00	2.00	0.13
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.:		6.66	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		3.33	6.00	0.22
J. SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.30
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 28
FROM TERRIT : 148

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2