

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : ATHENS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 172	12.00	19.00	0.50
FROM TERRITORIES	: 197	14.00	22.50	0.59
B.VISITS TO CLIENTS IN TERRITORY	: 68	13.00	21.50	0.56
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 1	0.00	11.00	0.22
MISSIONS	: 0	0.00	0.00	0.00
CONFERENCE SEMINARS	: 1	0.00	0.00	0.00
OTHER	: 1	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 3	5.00	4.00	0.13
POST INITIATED	: 0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES	: 0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA	: 4	0.00	2.50	0.05
FROM TERRITORIES	: 6	0.00	4.50	0.09
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 0	0.00	0.00	0.00
CONNECTIONS ARRANGED	: 0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 0	0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 4	0.00	0.00	0.00
HOST GOVERNMENT	: 5	0.00	0.00	0.00
OTHER DEPARTMENT	: 2	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES	: 2	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 8.00	0.00	0.08	
LEAVE, PROFESSIONAL DEVELOP	: 40.00	15.00	0.70	
K.SERVICE TO OTHER MISSION PROGRAMS	: 8.00	0.00	0.08	
L.TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 3
	FROM TERRIT	: 2
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 11
	FROM TERRIT	: 64
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 2
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 1
	-LOCALLY ENGAGED	: 2