

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	215	11.33	19.00	0.72
FROM TERRITORIES :	156	9.33	18.50	0.65
B.VISITS TO CLIENTS IN TERRITORY :	17	8.33	10.00	0.45
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	4.00	6.00	0.24
MISSIONS :	7	3.33	8.00	0.26
CONFERENCE SEMINARS :	2	1.66	1.50	0.08
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	4.33	5.00	0.23
POST INITIATED :	4	2.33	4.00	0.15
E.COMMUNICATIONS ACTIVITIES :	0	2.66	3.00	0.14
F.INVESTMENT ENQUIRIES FROM CANADA :	15	4.66	2.00	0.18
FROM TERRITORIES :	20	4.33	3.50	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	26	4.66	0.00	0.14
CONNECTIONS ARRANGED :	7	4.00	0.00	0.12
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	10	3.33	2.00	0.14
HOST GOVERNMENT :	7	2.66	2.00	0.12
OTHER DEPARTMENT :	11	5.00	1.00	0.17
PROVINCES/MUNICIPALITIES :	5	4.00	2.00	0.16
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		11.66	12.50	0.60
K.SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
***** TOTALS *****		99.93	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 35
FROM TERRIT : 54

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

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