

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QT
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 308	18.33	25.00	1.30
FROM TERRITORIES	: 354	15.00	21.66	1.10
B. VISITS TO CLIENTS IN TERRITORY	: 152	10.00	11.66	0.65
C. EXPORT/TRADE/POLICY FAIRS	: 3	1.66	1.66	0.10
PROJECTS AND EVENTS MISSIONS	: 8	3.33	6.66	0.30
CONFERENCE SEMINARS	: 7	8.33	1.66	0.30
OTHER	: 2	1.66	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 4	3.33	0.00	0.10
POST INITIATED	: 3	3.33	0.00	0.10
E. COMMUNICATIONS ACTIVITIES	: 5	1.66	0.00	0.05
F. INVESTMENT ENQUIRIES FROM CANADA	: 8	5.00	0.00	0.15
FROM TERRITORIES	: 17	3.33	0.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 22	5.00	3.33	0.25
CONNECTIONS ARRANGED	: 5	0.66	0.00	0.02
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	: 1	1.00	3.33	0.13
I. SERVICE REQUESTS FM GOV'T SOURCES NGO	: 25	1.66	0.00	0.05
HOST GOVERNMENT	: 8	0.00	0.00	0.00
OTHER DEPARTMENT	: 15	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES	: 8	1.66	1.66	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 6.66	0.00	0.20	
LEAVE, PROFESSIONAL DEVELOP	: 8.33	6.66	0.45	
K. SERVICE TO OTHER MISSION PROGRAMS	: 0.00	16.66	0.50	
L. TOURISM PROGRAM ACTIVITIES	: 0.00	0.00	0.00	
***** TOTALS *****		99.93	99.94	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	: 17
FROM TERRIT	: 17
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	: 54
FROM TERRIT	: 171
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 13
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED	: 3
-LOCALLY ENGAGED	: 3