

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : BRUSSELS

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA :	98	8.33	16.00	0.57
FROM TERRITORIES :	109	10.00	19.00	0.68
B. VISITS TO CLIENTS IN TERRITORY	28	6.66	7.50	0.35
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	5	6.00	7.50	0.33
MISSIONS :	4	3.33	7.00	0.24
OTHER :	2	0.66	3.00	0.08
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	30	3.33	8.50	0.27
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	12	3.33	1.00	0.12
FROM TERRITORIES :	15	5.00	1.50	0.18
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	14	5.00	0.00	0.15
CONNECTIONS ARRANGED :	12	2.66	0.00	0.08
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	7	3.33	0.00	0.10
FROM OTHER GOV'T SOURCES- CONTACTS :	12	2.66	2.50	0.13
- REPORTS :	4	1.33	4.00	0.12
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		5.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		31.66	22.50	1.40
J. SERVICE TO OTHER MISSION PROGRAMS :		1.66	0.00	0.05
***** TOTALS *****		99.94	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 21
FROM TERRIT : 85

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

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