

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : BRUSSELS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	419	15.00	27.50	1.00
FROM TERRITORIES :	424	15.00	20.00	0.85
B. VISITS TO CLIENTS IN TERRITORY :	119	15.00	7.50	0.60
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	5.00	7.50	0.30
MISSIONS :	6	11.66	10.00	0.55
CONFERENCE SEMINARS :	3	0.66	5.00	0.12
OTHER :	4	0.00	5.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	0.00	0.03
POST INITIATED :	5	1.00	0.00	0.03
E. COMMUNICATIONS ACTIVITIES :	14	2.00	0.00	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	15	2.00	0.00	0.06
FROM TERRITORIES :	15	4.66	0.00	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	5	2.00	2.00	0.10
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.66	0.50	0.09
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	3.33	2.50	0.15
OTHER DEPARTMENT :	13	2.33	1.00	0.09
PROVINCES/MUNICIPALITIES :	20	6.66	7.50	0.35
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.66	2.50	0.25
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.50	0.03
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		3.33	0.00	0.10
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	59
	FROM TERRIT :	36
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	146
	FROM TERRIT :	131
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	12
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	2