

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : VIENNA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	207	1.00	22.00	0.45
FROM TERRITORIES :	108	1.00	13.00	0.27
B.VISITS TO CLIENTS IN TERRITORY :	32	4.00	7.00	0.18
C.EXPORT/TRADE/POLICY FAIRS :	9	1.00	4.50	0.10
PROJECTS AND EVENTS MISSIONS :	4	5.00	1.50	0.08
CONFERENCE SEMINARS :	5	1.00	1.00	0.03
OTHER :	2	1.00	0.50	0.02
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	4	1.00	1.50	0.04
POST INITIATED :	7	2.00	1.00	0.04
E.COMMUNICATIONS ACTIVITIES :	14	2.00	2.50	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	10	2.00	3.00	0.08
FROM TERRITORIES :	49	7.00	6.50	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	29	4.00	4.00	0.12
CONNECTIONS ARRANGED :	20	9.00	3.50	0.16
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		10.00	0.00	0.10
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	16	2.00	4.50	0.11
HOST GOVERNMENT :	10	2.00	2.00	0.06
OTHER DEPARTMENT :	11	6.00	4.50	0.15
PROVINCES/MUNICIPALITIES :	18	5.00	4.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	2.00	0.14
LEAVE, PROFESSIONAL DEVELOP :		18.00	11.50	0.41
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.06
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 45
FROM TERRIT : 76

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 10

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2