

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : ATHENS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
	-----	-----	-----	-----
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	356	15.00	48.00	1.11
FROM TERRITORIES :	389	8.00	17.00	0.42
B.VISITS TO CLIENTS IN TERRITORY :	113	20.00	10.00	0.40
C.EXPORT/TRADE/POLICY FAIRS :	2	5.00	7.00	0.19
PROJECTS AND EVENTS MISSIONS :	2	4.00	8.00	0.20
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	9	7.00	5.00	0.17
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	6	2.00	0.00	0.02
FROM TERRITORIES :	2	2.00	0.00	0.02
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	14	10.00	0.00	0.10
HOST GOVERNMENT :	8	5.00	0.00	0.05
OTHER DEPARTMENT :	4	2.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		0.00	5.00	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
		-----	-----	-----
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 136
FROM TERRIT : 190

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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