

TRADE TRACKING SYSTEM

90/01/22

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : BRUSSELS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	186	11.00	20.00	0.73
FROM TERRITORIES :	212	11.66	15.00	0.65
B. VISITS TO CLIENTS IN TERRITORY :	20	7.66	10.00	0.43
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	3.33	7.00	0.24
MISSIONS :	2	2.66	4.00	0.16
CONFERENCE SEMINARS :	2	2.00	2.00	0.10
OTHER :	3	0.66	1.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	6.00	2.50	0.23
POST INITIATED :	20	5.00	2.50	0.20
E. COMMUNICATIONS ACTIVITIES :	0	1.66	1.00	0.07
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	5.00	2.00	0.19
FROM TERRITORIES :	6	2.66	2.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	25	5.00	5.00	0.25
CONNECTIONS ARRANGED :	4	3.33	3.00	0.16
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.33	1.00	0.06
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	3	1.66	0.50	0.06
HOST GOVERNMENT :	5	3.33	2.50	0.15
OTHER DEPARTMENT :	1	1.66	1.00	0.07
PROVINCES/MUNICIPALITIES :	10	6.66	2.00	0.24
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.33	0.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		12.33	16.00	0.69
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		99.92	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 21
FROM TERRIT : 43

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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