

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : BRUSSELS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	347	20.00	30.00	1.20
FROM TERRITORIES :	540	16.66	20.00	0.90
B. VISITS TO CLIENTS IN TERRITORY :	147	11.66	12.50	0.60
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	8.33	12.50	0.50
MISSIONS :	3	3.33	5.00	0.20
CONFERENCE SEMINARS :	5	1.66	2.50	0.10
OTHER :	1	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	1.66	0.00	0.05
POST INITIATED :	9	1.00	0.00	0.03
E. COMMUNICATIONS ACTIVITIES :	5	0.66	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	1.66	0.00	0.05
FROM TERRITORIES :	30	5.00	2.50	0.20
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	13	5.00	2.50	0.20
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.33	7.50	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	1.66	0.00	0.05
OTHER DEPARTMENT :	11	3.33	0.00	0.10
PROVINCES/MUNICIPALITIES :	15	3.33	0.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.66	2.50	0.25
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.00	0.02
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	1.50	0.13
L. TOURISM PROGRAM ACTIVITIES :		1.66	0.00	0.05
***** TOTALS *****		99.92	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	31
	FROM TERRIT :	16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	67
	FROM TERRIT :	124
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		4
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	2