

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : BELGRADE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	166	15.00	32.50	0.95
FROM TERRITORIES :	177	2.50	22.50	0.50
B.VISITS TO CLIENTS IN TERRITORY :	79	20.00	17.50	0.75
C.EXPORT/TRADE/POLICY FAIRS :	2	2.50	0.50	0.06
PROJECTS AND EVENTS MISSIONS :	3	12.50	5.50	0.36
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	6.50	3.00	0.19
POST INITIATED :	12	6.00	0.00	0.12
E.COMMUNICATIONS ACTIVITIES :	3	1.50	0.00	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	2	0.00	1.50	0.03
FROM TERRITORIES :	5	0.00	2.00	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	3	0.00	2.50	0.05
CONNECTIONS ARRANGED :	3	0.00	2.50	0.05
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	11	2.00	1.00	0.06
OTHER DEPARTMENT :	9	1.00	1.50	0.05
PROVINCES/MUNICIPALITIES :	14	2.50	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		13.00	7.50	0.41
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 24  
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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