

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : VIENNA

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME PERSON-QTR |
|---|---------|----------------|---------|--------------------------|
| | | CANADA | LOC-ENG | |
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA | : 139 | 2.00 | 24.00 | 0.50 |
| FROM TERRITORIES | : 140 | 2.00 | 19.50 | 0.41 |
| B. VISITS TO CLIENTS IN TERRITORY | : 30 | 4.00 | 7.50 | 0.19 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS | : 5 | 3.00 | 2.50 | 0.08 |
| MISSIONS | : 1 | 10.00 | 5.00 | 0.20 |
| CONFERENCE SEMINARS | : 4 | 0.00 | 3.00 | 0.06 |
| OTHER | : 0 | 0.00 | 0.00 | 0.00 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED | : 5 | 3.00 | 1.50 | 0.06 |
| POST INITIATED | : 2 | 6.00 | 0.00 | 0.06 |
| E. COMMUNICATIONS ACTIVITIES | : 2 | 5.00 | 0.00 | 0.05 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA | : 17 | 0.00 | 3.00 | 0.06 |
| FROM TERRITORIES | : 98 | 0.00 | 6.50 | 0.13 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA | : 12 | 0.00 | 3.50 | 0.07 |
| CONNECTIONS ARRANGED | : 95 | 0.00 | 6.00 | 0.12 |
| H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST | : 7 | 7.00 | 1.50 | 0.10 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO | : 7 | 0.00 | 1.00 | 0.02 |
| HOST GOVERNMENT | : 16 | 0.00 | 2.00 | 0.04 |
| OTHER DEPARTMENT | : 10 | 5.00 | 2.00 | 0.09 |
| PROVINCES/MUNICIPALITIES | : 21 | 0.00 | 3.50 | 0.07 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. | : 30.00 | 4.50 | | 0.39 |
| LEAVE, PROFESSIONAL DEVELOP | : 15.00 | 1.50 | | 0.18 |
| K. SERVICE TO OTHER MISSION PROGRAMS | : 8.00 | 1.00 | | 0.10 |
| L. TOURISM PROGRAM ACTIVITIES | : 0.00 | 1.00 | | 0.02 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 3.00 |

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| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) | FROM CANADA | : 3 |
| | FROM TERRIT | : 0 |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA | : 12 |
| | FROM TERRIT | : 17 |
| NUMBER OF PEMD APPLICATIONS COMMENTED ON | | : 0 |
| NUMBER OF OCCUPIED OFFICER POSITIONS | -CANADA BASED | : 1 |
| | -LOCALLY ENGAGED | : 2 |