

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : BRUSSELS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	363	13.33	27.50	0.95
FROM TERRITORIES :	340	13.33	20.00	0.80
B. VISITS TO CLIENTS IN TERRITORY :	81	10.00	2.50	0.35
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	5.00	2.50	0.20
MISSIONS :	3	3.33	0.00	0.10
CONFERENCE SEMINARS :	4	1.33	5.00	0.14
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	1.33	12.50	0.29
POST INITIATED :	6	0.66	0.00	0.02
E. COMMUNICATIONS ACTIVITIES :	6	1.00	0.00	0.03
F. INVESTMENT ENQUIRIES				
FROM CANADA :	15	2.66	0.00	0.08
FROM TERRITORIES :	21	8.33	0.00	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	3.33	2.50	0.15
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.33	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	30	3.33	0.00	0.10
HOST GOVERNMENT :	3	1.66	0.00	0.05
OTHER DEPARTMENT :	17	2.66	0.00	0.08
PROVINCES/MUNICIPALITIES :	1	0.33	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.66	12.50	0.60
LEAVE, PROFESSIONAL DEVELOP :		13.33	15.00	0.70
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.93	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	26
	FROM TERRIT :	8
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	47
	FROM TERRIT :	27
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	18
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	2