

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : BRUSSELS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	192	11.25	21.00	0.87
FROM TERRITORIES :	117	8.75	19.00	0.73
B. VISITS TO CLIENTS IN TERRITORY :	38	9.75	12.50	0.64
C. EXPORT/TRADE/POLICY FAIRS :	8	4.75	8.00	0.35
PROJECTS AND EVENTS MISSIONS :	6	3.75	8.50	0.32
CONFERENCE SEMINARS :	3	2.75	0.00	0.11
OTHER :	2	2.25	2.50	0.14
D. COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	12	5.00	5.50	0.31
POST INITIATED :	9	3.75	4.50	0.24
E. COMMUNICATIONS ACTIVITIES :	6	2.25	2.00	0.13
F. INVESTMENT ENQUIRIES FROM CANADA :	18	5.25	2.50	0.26
FROM TERRITORIES :	30	6.25	4.00	0.33
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	35	5.00	0.00	0.20
CONNECTIONS ARRANGED :	27	5.00	0.00	0.20
H. PARTICIP'TN 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 :	10	3.25	2.00	0.17
OTHER DEPARTMENT :	12	5.75	2.50	0.28
PROVINCES/MUNICIPALITIES :	9	4.25	3.50	0.24
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		2.75	1.00	0.13
K. SERVICE TO OTHER MISSION PROGRAMS :		3.25	1.00	0.15
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 22
FROM TERRIT : 68

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 6

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 2