

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : BRUSSELS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	214	12.00	20.00	0.76
FROM TERRITORIES :	247	11.66	18.50	0.72
B.VISITS TO CLIENTS IN TERRITORY :	58	10.66	12.00	0.56
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	3.33	5.00	0.20
MISSIONS :	3	2.33	4.00	0.15
CONFERENCE SEMINARS :	4	1.66	1.50	0.08
OTHER :	2	0.66	1.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	5.00	2.50	0.20
POST INITIATED :	17	6.66	3.00	0.26
E.COMMUNICATIONS ACTIVITIES :	0	1.66	1.00	0.07
F.INVESTMENT ENQUIRIES FROM CANADA :	11	3.33	2.00	0.14
FROM TERRITORIES :	16	5.00	2.00	0.19
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	28	5.33	7.00	0.30
CONNECTIONS ARRANGED :	5	2.66	6.00	0.20
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	1.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	2.66	1.00	0.10
HOST GOVERNMENT :	0	3.33	2.50	0.15
OTHER DEPARTMENT :	0	3.33	1.50	0.13
PROVINCES/MUNICIPALITIES :	0	4.33	3.00	0.19
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		5.00	3.50	0.22
K.SERVICE TO OTHER MISSION PROGRAMS :		2.33	2.00	0.11
***** TOTALS *****		99.92	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 48
FROM TERRIT : 132

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2