

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	474	22.50	16.66	0.95
FROM TERRITORIES :	391	15.00	13.33	0.70
B.VISITS TO CLIENTS IN TERRITORY :	49	5.00	10.00	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	5	7.50	11.66	0.50
MISSIONS :	11	7.50	6.66	0.35
CONFERENCE SEMINARS :	15	5.00	3.33	0.20
OTHER :	10	0.00	1.66	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	0.00	1.66	0.05
POST INITIATED :	8	0.00	1.66	0.05
E.COMMUNICATIONS ACTIVITIES :	90	0.00	5.00	0.15
F.INVESTMENT ENQUIRIES FROM CANADA :	14	7.50	6.66	0.35
FROM TERRITORIES :	15	7.50	6.66	0.35
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	30	0.00	1.66	0.05
CONNECTIONS ARRANGED :	23	0.00	1.66	0.05
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.66	0.02
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	91	10.00	7.66	0.43
HOST GOVERNMENT :	1	2.50	0.00	0.05
OTHER DEPARTMENT :	2	2.50	0.00	0.05
PROVINCES/MUNICIPALITIES :	7	5.00	0.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		2.50	0.00	0.05
LEAVE, PROFESSIONAL DEVELOP :		0.00	1.66	0.05
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	1.66	0.05
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.90	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	26
FROM TERRIT :	14
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	66
FROM TERRIT :	200

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	3
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	2
-LOCALLY ENGAGED :	3