

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	239	11.66	20.50	0.76
FROM TERRITORIES :	299	11.00	22.50	0.78
B.VISITS TO CLIENTS IN TERRITORY :	62	15.00	15.00	0.75
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	1.33	2.00	0.08
MISSIONS :	10	5.00	5.00	0.25
CONFERENCE SEMINARS :	3	1.00	1.00	0.05
OTHER :	1	0.33	1.00	0.03
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	2.50	0.20
POST INITIATED :	10	6.66	3.00	0.26
E.COMMUNICATIONS ACTIVITIES :	2	3.00	1.00	0.11
F.INVESTMENT ENQUIRIES FROM CANADA :	10	6.66	3.50	0.27
FROM TERRITORIES :	6	4.00	0.50	0.13
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	8	6.00	4.00	0.26
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		3.33	1.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	4	3.33	4.00	0.18
PROVINCES/MUNICIPALITIES :	3	4.33	5.00	0.23
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.66	2.50	0.25
LEAVE, PROFESSIONAL DEVELOP :		2.66	3.50	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	2.50	0.14
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 46  
FROM TERRIT : 68

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 12

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