

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : BELGRADE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA :	147	15.00	15.00	0.60
FROM TERRITORIES :	52	5.00	6.00	0.22
B. VISITS TO CLIENTS IN TERRITORY VISITS :	46	5.00	10.00	0.30
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	2	20.00	22.50	0.85
MISSIONS :	5	5.00	5.00	0.20
OTHER :	2	0.00	1.00	0.02
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	6	5.00	5.00	0.20
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	1	0.50	0.00	0.01
FROM TERRITORIES :	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	2	2.50	2.50	0.10
FROM OTHER GOV'T SOURCES- CONTACTS :	123	0.00	0.00	0.00
- REPORTS :	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		13.00	0.00	0.26
LEAVE, PROFESSIONAL DEVELOP :		29.00	33.00	1.24
J. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 35
FROM TERRIT : 28

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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