

02/12/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : VIENNA

|  | NUMBER | % OFFICER-TIME |         | TOTAL-TIM<br>PERSON-QT |
|--|--------|----------------|---------|------------------------|
|  |        | CANADA         | LOC-ENG |                        |
| A. EXPORT/TRADE/POLICY ENQUIRIES               |        |                |         |                        |
| FROM CANADA :                                  | 143    | 2.00           | 27.00   | 0.56                   |
| FROM TERRITORIES :                             | 125    | 2.00           | 19.50   | 0.41                   |
| B. VISITS TO CLIENTS IN TERRITORY              | 24     | 8.00           | 6.50    | 0.21                   |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS     |        |                |         |                        |
| FAIRS :  | 5      | 0.00           | 3.00    | 0.06                   |
| MISSIONS :                                     | 3      | 6.00           | 1.50    | 0.09                   |
| CONFERENCE SEMINARS :                          | 2      | 8.00           | 3.50    | 0.15                   |
| OTHER :  | 0      | 0.00           | 0.00    | 0.00                   |
| D. COMMERCIAL* ECONOMIC REPORTS                |        |                |         |                        |
| HQ REQUESTED :                                 | 6      | 8.00           | 1.00    | 0.10                   |
| POST INITIATED :                               | 3      | 3.00           | 2.00    | 0.07                   |
| E. COMMUNICATIONS ACTIVITIES                   | 2      | 5.00           | 0.50    | 0.06                   |
| F. INVESTMENT ENQUIRIES                        |        |                |         |                        |
| FROM CANADA :                                  | 11     | 0.00           | 2.00    | 0.04                   |
| FROM TERRITORIES :                             | 56     | 0.00           | 5.00    | 0.10                   |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA | 7      | 0.00           | 2.50    | 0.05                   |
| CONNECTIONS ARRANGED :                         | 53     | 2.00           | 4.00    | 0.10                   |
| H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST |        | 0.00           | 0.00    | 0.00                   |
| I. SERVICE REQUESTS FM GOV'T SOURCES           |        |                |         |                        |
| NGO :  | 4      | 0.00           | 1.00    | 0.02                   |
| HOST GOVERNMENT :                              | 6      | 0.00           | 1.00    | 0.02                   |
| OTHER DEPARTMENT :                             | 6      | 3.00           | 1.50    | 0.06                   |
| PROVINCES/MUNICIPALITIES :                     | 8      | 0.00           | 1.50    | 0.03                   |
| J. ADMINISTRATION:                             |        |                |         |                        |
| PROGRAM MANAGEMENT & ADMIN.:                   |        | 35.00          | 0.50    | 0.36                   |
| LEAVE, PROFESSIONAL DEVELOP :                  |        | 2.00           | 16.00   | 0.34                   |
| K. SERVICE TO OTHER MISSION PROGRAMS           |        | 16.00          | 0.00    | 0.16                   |
| L. TOURISM PROGRAM ACTIVITIES                  |        | 0.00           | 0.50    | 0.01                   |
| ***** TOTALS *****                             |        | 100.00         | 100.00  | 3.00                   |

|  |                    |    |
|--|--------------------|----|
| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)  | FROM CANADA :      | 9  |
|  | FROM TERRIT :      | 5  |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA :      | 12 |
|  | FROM TERRIT :      | 9  |
| NUMBER OF PEMD APPLICATIONS COMMENTED ON     |                    | 3  |
| NUMBER OF OCCUPIED OFFICER POSITIONS         | -CANADA BASED :    | 1  |
|  | -LOCALLY ENGAGED : | 2  |