

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : BELGRADE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA :	192	15.00	34.00	0.98
FROM TERRITORIES :	92	7.00	14.00	0.42
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 135	9.00	25.00	0.68
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	1	3.00	0.00	0.06
MISSIONS :	7	7.00	15.00	0.44
OTHER :	1	1.00	0.00	0.02
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	6	3.00	3.00	0.12
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	1.00	0.02
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	2	1.00	1.00	0.04
CONNECTIONS ARRANGED :	2	0.00	0.00	0.00
G. PARTICPT'N IN PRDG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	15	2.00	2.00	0.08
FROM OTHER GOV'T SOURCES- CONTACTS :	81	0.00	0.00	0.00
- REPORTS :	0	0.00	0.00	0.00
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		24.00	0.00	0.48
LEAVE, PROFESSIONAL DEVELOP :		28.00	5.00	0.66
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 : 54
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

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