

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	385	20.00	17.50	0.95
FROM TERRITORIES :	521	11.66	22.50	0.80
B. VISITS TO CLIENTS IN TERRITORY :	212	13.33	17.50	0.75
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	6.66	2.50	0.25
MISSIONS :	6	5.00	2.50	0.20
CONFERENCE SEMINARS :	3	1.00	2.50	0.08
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	1.66	0.00	0.05
POST INITIATED :	14	1.00	2.50	0.08
E. COMMUNICATIONS ACTIVITIES :	4	0.66	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	15	3.33	2.50	0.15
FROM TERRITORIES :	20	4.00	0.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	12	5.00	2.50	0.20
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		6.66	12.50	0.45
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	5	1.66	0.00	0.05
OTHER DEPARTMENT :	5	0.66	0.00	0.02
PROVINCES/MUNICIPALITIES :	5	1.00	0.00	0.03
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		11.66	2.50	0.40
LEAVE, PROFESSIONAL DEVELOP :		0.00	2.50	0.05
K. SERVICE TO OTHER MISSION PROGRAMS :		3.33	10.00	0.30
L. TOURISM PROGRAM ACTIVITIES :		1.66	0.00	0.05
***** TOTALS *****		99.93	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	58
	FROM TERRIT :	10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	92
	FROM TERRIT :	65
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	13
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	2