

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : VIENNA

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	215	7.00	25.50	0.58
FROM TERRITORIES :	148	3.00	16.00	0.35
B. VISITS TO CLIENTS IN TERRITORY :	39	9.00	8.00	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	0.00	5.00	0.10
MISSIONS :	1	6.00	0.00	0.06
CONFERENCE SEMINARS :	4	8.00	2.00	0.12
OTHER :	3	2.00	0.50	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	0.00	2.00	0.04
POST INITIATED :	10	4.00	1.50	0.07
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	1.00	2.00	0.05
FROM TERRITORIES :	80	2.00	5.00	0.12
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	18	2.00	2.50	0.07
CONNECTIONS ARRANGED :	36	2.00	9.00	0.20
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		4.00	1.00	0.06
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	12	0.00	2.50	0.05
HOST GOVERNMENT :	18	3.00	1.50	0.06
OTHER DEPARTMENT :	17	4.00	2.00	0.08
PROVINCES/MUNICIPALITIES :	24	1.00	4.00	0.09
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		30.00	0.50	0.31
LEAVE, PROFESSIONAL DEVELOP :		7.00	7.50	0.22
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	1.50	0.08
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 : 7

FROM TERRIT : 5

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 52

FROM TERRIT : 15

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 8

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2