

23/07/91

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : BRUSSELS

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME |
|---|--------|----------------|---------|------------|
| | | CANADA | LOC-ENG | PERSON-QTR |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 361 | 11.66 | 30.00 | 0.95 |
| FROM TERRITORIES : | 417 | 15.00 | 15.00 | 0.75 |
| B.VISITS TO CLIENTS IN TERRITORY : | 78 | 15.00 | 15.00 | 0.75 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 2 | 0.00 | 17.50 | 0.35 |
| MISSIONS : | 4 | 15.00 | 9.00 | 0.63 |
| CONFERENCE SEMINARS : | 7 | 2.00 | 0.50 | 0.07 |
| OTHER : | 0 | 0.00 | 0.00 | 0.00 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 5 | 1.00 | 2.00 | 0.07 |
| POST INITIATED : | 5 | 1.00 | 0.00 | 0.03 |
| E.COMMUNICATIONS ACTIVITIES : | 14 | 2.00 | 0.00 | 0.06 |
| F.INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 13 | 1.66 | 0.00 | 0.05 |
| FROM TERRITORIES : | 9 | 3.66 | 0.00 | 0.11 |
| G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 15 | 8.33 | 5.00 | 0.35 |
| CONNECTIONS ARRANGED : | 1 | 0.00 | 0.00 | 0.00 |
| H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST : | | 1.66 | 0.00 | 0.05 |
| I.SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 3 | 0.33 | 0.00 | 0.01 |
| HOST GOVERNMENT : | 1 | 1.66 | 0.00 | 0.05 |
| OTHER DEPARTMENT : | 10 | 1.66 | 2.50 | 0.10 |
| PROVINCES/MUNICIPALITIES : | 17 | 11.66 | 1.00 | 0.37 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 5.00 | 2.50 | 0.20 |
| LEAVE, PROFESSIONAL DEVELOP : | | 0.00 | 0.00 | 0.00 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 0.00 | 0.00 | 0.00 |
| L.TOURISM PROGRAM ACTIVITIES : | | 1.66 | 0.00 | 0.05 |
| ***** TOTALS ***** | | 99.94 | 100.00 | 5.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 62
FROM TERRIT : 184

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2