

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : VIENNA

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|--|--------|-----------------------|---------|-----------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 178 | 3.00 | 27.00 | 0.57 |
| FROM TERRITORIES : | 114 | 2.00 | 16.00 | 0.34 |
| B. VISITS TO CLIENTS IN TERRITORY : | 29 | 4.00 | 8.50 | 0.21 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 5 | 0.00 | 4.50 | 0.09 |
| MISSIONS : | 2 | 3.00 | 2.50 | 0.08 |
| CONFERENCE SEMINARS : | 4 | 4.00 | 4.00 | 0.12 |
| OTHER : | 2 | 4.00 | 0.50 | 0.05 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 8 | 6.00 | 2.50 | 0.11 |
| POST INITIATED : | 3 | 3.00 | 1.00 | 0.05 |
| E. COMMUNICATIONS ACTIVITIES : | 1 | 3.00 | 0.00 | 0.03 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 15 | 3.00 | 2.50 | 0.08 |
| FROM TERRITORIES : | 98 | 2.00 | 7.00 | 0.16 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 12 | 0.00 | 4.00 | 0.08 |
| CONNECTIONS ARRANGED : | 27 | 0.00 | 6.00 | 0.12 |
| 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 | 1.50 | 0.03 |
| HOST GOVERNMENT : | 11 | 0.00 | 1.50 | 0.03 |
| OTHER DEPARTMENT : | 9 | 3.00 | 1.50 | 0.06 |
| PROVINCES/MUNICIPALITIES : | 16 | 0.00 | 3.50 | 0.07 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 30.00 | 0.50 | 0.31 |
| LEAVE, PROFESSIONAL DEVELOP : | | 25.00 | 4.00 | 0.33 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 5.00 | 1.00 | 0.07 |
| 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 : | 4 |
| | FROM TERRIT : | 3 |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA : | 18 |
| | FROM TERRIT : | 3 |
| NUMBER OF PEMD APPLICATIONS COMMENTED ON : | | 0 |
| NUMBER OF OCCUPIED OFFICER POSITIONS | -CANADA BASED : | 1 |
| | -LOCALLY ENGAGED : | 2 |