

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 : VIENNA

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 144	3.00	19.00	0.41
	FROM TERRITORIES : 109	2.00	14.00	0.30
B. VISITS TO CLIENTS IN TERRITORY	: 21	5.00	6.00	0.17
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 2	0.00	4.00	0.08
	MISSIONS : 2	5.00	3.50	0.12
	CONFERENCE SEMINARS : 2	0.00	2.00	0.04
	OTHER : 0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 5	0.00	2.50	0.05
	POST INITIATED : 6	5.00	1.00	0.07
E. COMMUNICATIONS ACTIVITIES	: 2	6.00	0.00	0.06
F. INVESTMENT ENQUIRIES	FROM CANADA : 15	3.00	2.50	0.08
	FROM TERRITORIES : 126	2.00	6.00	0.14
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 19	3.00	2.00	0.07
	CONNECTIONS ARRANGED : 38	1.00	7.50	0.16
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: :	0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO : 9	0.00	1.50	0.03
	HOST GOVERNMENT : 13	2.00	1.50	0.05
	OTHER DEPARTMENT : 9	4.00	1.00	0.06
	PROVINCES/MUNICIPALITIES : 15	0.00	3.00	0.06
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	:	45.00	1.00	0.47
	LEAVE, PROFESSIONAL DEVELOP :	8.00	21.50	0.51
K. SERVICE TO OTHER MISSION PROGRAMS	:	6.00	0.00	0.06
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 :	16
	FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	46
	FROM TERRIT :	13
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	1
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2