

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : BELGRADE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	253	17.50	20.00	0.75
FROM TERRITORIES :	167	7.50	17.50	0.50
B. VISITS TO CLIENTS IN TERRITORY :	32	7.50	12.50	0.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	15.00	15.00	0.60
MISSIONS :	2	7.50	7.50	0.30
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	1	2.50	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	5.00	2.50	0.15
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	2.50	2.50	0.10
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	10	2.50	2.50	0.10
PROVINCES/MUNICIPALITIES :	6	2.50	5.00	0.15
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		15.00	15.00	0.60
K. SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.00	0.10
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 90
FROM TERRIT : 225

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 13

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