

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