

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : ATHENS

	NUMBER	% OFFICER-TIME CANADA	TOTAL-TIME LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	238	5.00	34.00	1.07
FROM TERRITORIES	169	5.00	19.00	0.62
B. VISITS TO CLIENTS IN TERRITORY VISITS	56	15.00	6.00	0.33
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	6	0.00	1.00	0.03
MISSIONS	2	5.00	2.00	0.11
OTHER	2	0.00	2.00	0.06
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	5	2.00	6.00	0.20
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	1	0.00	1.00	0.03
FROM TERRITORIES	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA	1	10.00	0.00	0.10
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	5	5.00	3.00	0.14
FROM OTHER GOV'T SOURCES- CONTACTS	6	0.00	2.00	0.06
- REPORTS	6	0.00	2.00	0.06
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		10.00	5.00	0.25
LEAVE, PROFESSIONAL DEVELOP		40.00	17.00	0.91
J. SERVICE TO OTHER MISSION PROGRAMS		3.00	0.00	0.03
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 31  
FROM TERRIT : 125

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS -- CANADA-BASED : 1  
-- LOCALLY-ENGAGED : 3