

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : VIENNA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	158	2.00	22.00	0.46
FROM TERRITORIES :	127	1.00	16.00	0.33
B.VISITS TO CLIENTS IN TERRITORY :	43	2.00	7.00	0.16
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	1.00	3.00	0.07
MISSIONS :	4	4.00	5.50	0.15
CONFERENCE SEMINARS :	5	2.00	1.50	0.05
OTHER :	5	1.00	2.00	0.05
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	1.00	2.50	0.06
POST INITIATED :	6	2.00	1.00	0.04
E.COMMUNICATIONS ACTIVITIES :	6	2.00	1.00	0.04
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	1.00	3.00	0.07
FROM TERRITORIES :	51	10.00	5.00	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	16	3.00	5.00	0.13
CONNECTIONS ARRANGED :	68	7.00	6.50	0.20
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		25.00	0.00	0.25
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	1.00	1.00	0.03
HOST GOVERNMENT :	2	1.00	1.00	0.03
OTHER DEPARTMENT :	8	1.00	2.00	0.05
PROVINCES/MUNICIPALITIES :	12	2.00	3.50	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	1.50	0.13
LEAVE, PROFESSIONAL DEVELOP :		20.00	9.50	0.39
K.SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.50	0.02
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 36
FROM TERRIT : 72

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2