

04/03/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1993

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	410	20.00	25.00	1.35
FROM TERRITORIES :	39	11.66	28.33	1.20
B. VISITS TO CLIENTS IN TERRITORY :	98	8.33	11.33	0.59
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.66	5.00	0.20
MISSIONS :	8	5.00	3.33	0.25
CONFERENCE SEMINARS :	12	5.00	1.33	0.19
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	5.00	0.15
POST INITIATED :	11	3.33	1.66	0.15
E. COMMUNICATIONS ACTIVITIES :	45	3.33	1.66	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	3.33	0.00	0.10
FROM TERRITORIES :	10	3.33	0.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	12	3.33	1.66	0.15
CONNECTIONS ARRANGED :	5	3.33	1.33	0.14
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.66	1.66	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	1.66	0.00	0.05
HOST GOVERNMENT :	10	3.33	0.00	0.10
OTHER DEPARTMENT :	7	1.66	1.66	0.10
PROVINCES/MUNICIPALITIES :	4	1.66	1.66	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.66	0.66	0.07
LEAVE, PROFESSIONAL DEVELOP :		10.00	3.33	0.40
K. SERVICE TO OTHER MISSION PROGRAMS :		6.66	3.33	0.30
L. TOURISM PROGRAM ACTIVITIES :		0.00	2.00	0.06
***** TOTALS *****		99.92	99.93	6.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	10
FROM TERRIT :	20
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	98
FROM TERRIT :	150
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	5
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	3
-LOCALLY ENGAGED :	3