

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : ATHENS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	363	10.00	41.00	0.92
FROM TERRITORIES :	437	5.00	18.00	0.41
B.VISITS TO CLIENTS IN TERRITORY :	77	20.00	10.00	0.40
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	6.00	0.17
MISSIONS :	1	1.00	2.00	0.05
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	6.00	1.00	0.08
POST INITIATED :	11	6.00	0.00	0.06
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	2	1.00	1.00	0.03
FROM TERRITORIES :	1	2.00	0.00	0.02
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	6.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	5.00	0.00	0.05
HOST GOVERNMENT :	0	2.00	0.00	0.02
OTHER DEPARTMENT :	0	5.00	0.00	0.05
PROVINCES/MUNICIPALITIES :	0	5.00	0.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		8.00	15.00	0.38
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	0.00	0.04
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 30
FROM TERRIT : 91

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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