

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : ATHENS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	388	20.00	42.00	1.04
FROM TERRITORIES :	331	10.00	18.50	0.47
B. VISITS TO CLIENTS IN TERRITORY :	156	20.00	12.00	0.44
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	3.00	3.00	0.09
MISSIONS :	2	4.00	11.00	0.26
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	3.50	0.07
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	14	5.00	0.00	0.05
POST INITIATED :	0	0.00	0.00	0.00
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	5	1.00	0.00	0.01
FROM TERRITORIES :	2	1.00	0.00	0.01
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	4	1.00	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	3.00	0.50	0.04
HOST GOVERNMENT :	6	2.00	0.00	0.02
OTHER DEPARTMENT :	4	2.00	0.00	0.02
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		20.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		8.00	9.50	0.27
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38  
FROM TERRIT : 201

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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