

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/01/18

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : BELGRADE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	149	15.00	20.00	0.70
FROM TERRITORIES :	62	7.50	10.00	0.35
B.VISITS TO CLIENTS IN TERRITORY :	92	20.00	13.50	0.67
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	18.00	17.50	0.71
MISSIONS :	1	4.00	4.00	0.16
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	7	6.00	1.50	0.15
POST INITIATED :	7	3.50	0.00	0.07
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	3	0.00	1.00	0.02
FROM TERRITORIES :	2	0.00	1.00	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.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	10	2.00	0.00	0.04
HOST GOVERNMENT :	3	1.00	0.00	0.02
OTHER DEPARTMENT :	3	0.50	0.00	0.01
PROVINCES/MUNICIPALITIES :	10	5.00	1.50	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		12.50	30.00	0.85
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 36
FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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