

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : ATHENS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	614	15.00	48.00	1.11
FROM TERRITORIES :	624	15.00	29.00	0.73
B.VISITS TO CLIENTS IN TERRITORY :	145	20.00	13.00	0.46
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	3	2.00	4.00	0.10
CONFERENCE SEMINARS :	1	2.00	1.00	0.04
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	6	2.00	1.00	0.04
POST INITIATED :	20	3.00	1.00	0.05
E.COMMUNICATIONS ACTIVITIES :	0	1.00	0.00	0.01
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 :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	1.00	0.02
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	1.00	0.00	0.01
HOST GOVERNMENT :	4	2.00	0.00	0.02
OTHER DEPARTMENT :	5	2.00	1.00	0.04
PROVINCES/MUNICIPALITIES :	2	2.00	0.00	0.02
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		16.00	0.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		15.00	1.00	0.17
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 : 55  
FROM TERRIT : 109

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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