

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	214	9.33	22.50	0.73
FROM TERRITORIES :	237	10.00	18.00	0.66
B.VISITS TO CLIENTS IN TERRITORY :	32	11.66	12.00	0.59
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	5.33	8.00	0.32
MISSIONS :	5	4.00	7.00	0.26
CONFERENCE SEMINARS :	3	2.66	3.50	0.15
OTHER :	4	1.66	1.00	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	5.66	4.00	0.25
POST INITIATED :	19	4.66	3.00	0.20
E.COMMUNICATIONS ACTIVITIES :	0	2.66	1.50	0.11
F.INVESTMENT ENQUIRIES FROM CANADA :	8	3.33	2.50	0.15
FROM TERRITORIES :	15	4.66	4.00	0.22
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	28	5.33	0.00	0.16
CONNECTIONS ARRANGED :	5	4.00	0.00	0.12
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		1.33	0.00	0.04
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	2	1.00	1.00	0.05
HOST GOVERNMENT :	4	2.00	2.00	0.10
OTHER DEPARTMENT :	0	3.66	3.00	0.17
PROVINCES/MUNICIPALITIES :	22	8.33	5.00	0.35
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.00	0.00	0.12
LEAVE, PROFESSIONAL DEVELOP :		2.00	2.00	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		2.66	0.00	0.08
***** TOTALS *****		99.92	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 69  
FROM TERRIT : 63

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 2