

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	279	10.00	22.50	0.75
FROM TERRITORIES :	183	8.66	18.00	0.62
B.VISITS TO CLIENTS IN TERRITORY :	34	12.00	12.00	0.60
C.EXPORT/TRADE/POLICY FAIRS :	6	2.66	6.00	0.20
PROJECTS AND EVENTS MISSIONS :	5	3.33	7.50	0.25
CONFERENCE SEMINARS :	4	2.00	2.00	0.10
OTHER :	2	1.33	0.00	0.04
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	5.00	5.00	0.25
POST INITIATED :	8	4.00	4.50	0.21
E.COMMUNICATIONS ACTIVITIES :	2	2.00	2.50	0.11
F.INVESTMENT ENQUIRIES FROM CANADA :	12	4.00	2.00	0.16
FROM TERRITORIES :	16	5.00	2.50	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	38	5.00	0.00	0.15
CONNECTIONS ARRANGED :	8	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 :	3	1.33	1.00	0.06
HOST GOVERNMENT :	10	4.66	1.50	0.17
OTHER DEPARTMENT :	12	6.00	1.50	0.21
PROVINCES/MUNICIPALITIES :	18	6.66	4.00	0.28
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		2.66	7.50	0.23
K.SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 32  
FROM TERRIT : 95

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

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