

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : VIENNA

		NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES	FROM CANADA	: 118	2.00	14.50	0.31
	FROM TERRITORIES	: 142	1.00	16.50	0.34
B. VISITS TO CLIENTS IN TERRITORY	VISITS	: 39	5.00	7.00	0.19
C. EXPORT PROMOTION PROJECTS & EVENTS	FAIRS	: 8	1.00	3.50	0.08
	MISSIONS	: 7	5.00	4.50	0.14
	OTHER	: 2	2.00	0.50	0.03
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED		: 10	5.00	5.00	0.15
E. INVESTMENT/PROMOTION ENQUIRIES	FROM CANADA	: 10	1.00	4.50	0.10
	FROM TERRITORIES	: 68	7.00	12.00	0.31
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	CONNECTIONS ARRANGED	: 39	6.00	4.50	0.15
		: 20	10.00	3.00	0.16
G. PARTICIP'T'N IN PROG-RELATED EVENTS IN CANADA		: 1	15.00	0.00	0.15
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS		: 8	5.00	1.00	0.07
	FROM OTHER GOV'T SOURCES- CONTACTS	: 20	4.00	3.00	0.10
	- REPORTS	: 7	1.00	1.00	0.03
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.			10.00	0.50	0.11
	LEAVE, PROFESSIONAL DEVELOP		15.00	18.00	0.51
J. SERVICE TO OTHER MISSION PROGRAMS			5.00	1.00	0.07
***** TOTALS *****			100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 51
FROM TERRIT : 97

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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