

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	227	18.33	30.00	1.15
FROM TERRITORIES :	387	16.66	20.00	0.90
B. VISITS TO CLIENTS IN TERRITORY :	141	13.33	12.50	0.65
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	1.66	20.00	0.45
MISSIONS :	4	5.00	5.00	0.25
CONFERENCE SEMINARS :	4	10.00	5.00	0.40
OTHER :	1	1.66	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	4.00	0.00	0.12
POST INITIATED :	15	7.66	0.00	0.23
E. COMMUNICATIONS ACTIVITIES :	7	1.66	0.00	0.05
F. INVESTMENT ENQUIRIES				
FROM CANADA :	10	5.00	0.00	0.15
FROM TERRITORIES :	15	3.33	0.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	6	3.33	0.00	0.10
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	30	1.66	0.00	0.05
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	18	5.00	2.50	0.20
PROVINCES/MUNICIPALITIES :	3	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		1.66	5.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	100.00	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	69
	FROM TERRIT :	16
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	155
	FROM TERRIT :	682
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		6
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	3
	-LOCALLY ENGAGED :	2