

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : ATHENS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	402	15.00	43.50	1.02
FROM TERRITORIES :	357	5.00	12.00	0.29
B. VISITS TO CLIENTS IN TERRITORY :	135	20.00	10.00	0.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	0.00	4.00	0.08
MISSIONS :	1	0.00	5.00	0.10
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	2.00	0.04
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	9	9.00	3.50	0.16
POST INITIATED :	23	15.00	3.00	0.21
E. COMMUNICATIONS ACTIVITIES :	3	2.00	0.00	0.02
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	2.00	0.00	0.02
FROM TERRITORIES :	1	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	2.00	0.00	0.02
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		2.00	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	2.00	0.00	0.02
HOST GOVERNMENT :	1	0.00	3.00	0.06
OTHER DEPARTMENT :	0	5.00	0.00	0.05
PROVINCES/MUNICIPALITIES :	0	2.00	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		15.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		0.00	14.00	0.28
K. SERVICE TO OTHER MISSION PROGRAMS :		2.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		2.00	0.00	0.02
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 0  
FROM TERRIT : 208

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 3

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