

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

91/01/09

FOR QUARTER 2 OF FISCAL YEAR 1990

SUB-REGION: EUROPE (NON-SUMMIT)

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
	-----	-----	-----	-----
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 4310	12.74	18.61	17.72
FROM TERRITORIES	: 4971	7.31	14.22	12.40
B. VISITS TO CLIENTS IN TERRITORY	: 1145	8.85	7.39	8.82
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 65	1.48	2.57	2.32
MISSIONS	: 317	4.23	2.85	3.79
CONFERENCE SEMINARS	: 42	1.31	0.63	1.02
OTHER	: 40	1.29	1.34	1.46
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 170	2.40	0.84	1.66
POST INITIATED	: 262	4.36	1.17	2.79
E. COMMUNICATIONS ACTIVITIES	: 62	1.34	0.57	0.99
F. INVESTMENT ENQUIRIES FROM CANADA	: 383	2.93	1.41	2.27
FROM TERRITORIES	: 580	3.19	1.79	2.63
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 199	1.82	2.07	2.17
CONNECTIONS ARRANGED	: 92	0.95	1.50	1.40
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	: 0.89	0.69	0.86	
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 261	0.70	1.14	1.05
HOST GOVERNMENT	: 150	1.65	0.55	1.13
OTHER DEPARTMENT	: 377	3.06	1.85	2.61
PROVINCES/MUNICIPALITIES	: 400	3.06	2.19	2.82
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 12.23	2.22	7.15	
LEAVE, PROFESSIONAL DEVELOP	: 13.57	12.23	14.09	
K. SERVICE TO OTHER MISSION PROGRAMS	: 3.19	1.25	2.29	
L. TOURISM PROGRAM ACTIVITIES	: 7.34	20.80	16.56	
***** TOTALS *****		99.89	99.88	110.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 1346
FROM TERRIT : 1205

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 275

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 47
- LOCALLY-ENGAGED : 63