

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BELGRADE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	187	20.00	37.50	1.15
FROM TERRITORIES :	102	7.50	22.50	0.60
B. VISITS TO CLIENTS IN TERRITORY :	104	22.50	15.00	0.75
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	4	2.50	6.50	0.18
CONFERENCE SEMINARS :	2	2.50	2.50	0.10
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	3.50	0.50	0.08
POST INITIATED :	9	3.50	1.50	0.10
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	4	0.00	2.50	0.05
FROM TERRITORIES :	3	0.00	1.50	0.03
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	1.50	0.03
CONNECTIONS ARRANGED :	1	0.00	1.50	0.03
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.00	0.06
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	5	1.00	0.00	0.02
HOST GOVERNMENT :	2	1.00	0.00	0.02
OTHER DEPARTMENT :	10	2.50	0.00	0.05
PROVINCES/MUNICIPALITIES :	3	0.50	0.00	0.01
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		12.50	7.00	0.39
K. SERVICE TO OTHER MISSION PROGRAMS :		2.50	0.00	0.05
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 22
FROM TERRIT : 75

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

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