

20/10/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1993

POST	:	BRUSSELS	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA	:	448	20.00	26.66	1.40
	FROM TERRITORIES	:	432	13.33	30.00	1.30
B. VISITS TO CLIENTS IN TERRITORY	:		24	11.66	6.66	0.55
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS	:	4	1.66	12.66	0.43
	MISSIONS	:	16	6.66	6.66	0.40
	CONFERENCE SEMINARS	:	15	3.33	1.00	0.13
	OTHER	:	2	0.00	1.66	0.05
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED	:	7	3.33	1.33	0.14
	POST INITIATED	:	6	3.33	1.66	0.15
E. COMMUNICATIONS ACTIVITIES	:		50	3.33	1.66	0.15
F. INVESTMENT ENQUIRIES	FROM CANADA	:	10	3.33	0.00	0.10
	FROM TERRITORIES	:	10	3.33	0.00	0.10
G. TECHNOLOGY INFLOW PROGRAM ENQR'S	FRM CANADA	:	28	3.33	1.66	0.15
	CONNECTIONS ARRANGED	:	9	3.33	0.00	0.10
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	:			3.33	0.00	0.10
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO	:	0	1.66	0.00	0.05
	HOST GOVERNMENT	:	7	1.66	0.00	0.05
	OTHER DEPARTMENT	:	0	1.66	0.00	0.05
	PROVINCES/MUNICIPALITIES	:	8	1.66	1.00	0.08
J. ADMINISTRATION:	PROGRAM MANAGEMENT & ADMIN.	:		1.66	0.66	0.07
	LEAVE, PROFESSIONAL DEVELOP	:		1.66	0.00	0.05
K. SERVICE TO OTHER MISSION PROGRAMS	:			6.66	1.66	0.25
L. TOURISM PROGRAM ACTIVITIES	:			0.00	5.00	0.15
***** TOTALS *****				99.90	99.93	6.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)			FROM CANADA	:	57	
			FROM TERRIT	:	28	
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)			FROM CANADA	:	116	
			FROM TERRIT	:	233	
NUMBER OF PEMD APPLICATIONS COMMENTED ON			:		10	
NUMBER OF OCCUPIED OFFICER POSITIONS			-CANADA BASED	:	3	
			-LOCALLY ENGAGED	:	3	