

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : BRUSSELS

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	365	20.00	18.33	0.95
FROM TERRITORIES :	324	12.50	13.33	0.65
B. VISITS TO CLIENTS IN TERRITORY :	50	5.00	5.00	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	2.50	6.66	0.25
MISSIONS :	8	5.00	5.00	0.25
CONFERENCE SEMINARS :	11	2.50	0.00	0.05
OTHER :	3	2.50	0.00	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	5.00	3.33	0.20
POST INITIATED :	13	2.50	3.33	0.15
E. COMMUNICATIONS ACTIVITIES :	90	7.50	5.00	0.30
F. INVESTMENT ENQUIRIES				
FROM CANADA :	24	5.00	8.33	0.35
FROM TERRITORIES :	15	2.50	6.66	0.25
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	28	0.00	10.00	0.30
CONNECTIONS ARRANGED :	21	0.00	0.00	0.00
H. PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		2.50	3.33	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	51	7.50	8.33	0.40
HOST GOVERNMENT :	1	2.50	0.00	0.05
OTHER DEPARTMENT :	5	2.50	0.00	0.05
PROVINCES/MUNICIPALITIES :	3	2.50	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		0.00	3.33	0.10
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.96	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	17
	FROM TERRIT :	5
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	79
	FROM TERRIT :	78
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	2
	-LOCALLY ENGAGED :	3