

TRADE TRACKING SYSTEM

89/12/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : BELGRADE

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 238 | 22.50 | 37.50 | 1.20 |
| FROM TERRITORIES : | 144 | 5.00 | 20.00 | 0.50 |
| B. VISITS TO CLIENTS IN TERRITORY : | 126 | 20.00 | 17.50 | 0.75 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 0 | 0.00 | 0.00 | 0.00 |
| MISSIONS : | 2 | 2.50 | 2.50 | 0.10 |
| CONFERENCE SEMINARS : | 2 | 2.50 | 2.50 | 0.10 |
| OTHER : | 1 | 1.00 | 0.00 | 0.02 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 2 | 4.00 | 1.50 | 0.11 |
| POST INITIATED : | 2 | 2.50 | 1.50 | 0.08 |
| E. COMMUNICATIONS ACTIVITIES : | 1 | 2.50 | 0.00 | 0.05 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 4 | 0.00 | 2.50 | 0.05 |
| FROM TERRITORIES : | 3 | 0.00 | 2.50 | 0.05 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 3 | 0.00 | 1.50 | 0.03 |
| CONNECTIONS ARRANGED : | 1 | 0.00 | 0.50 | 0.01 |
| H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST : | | 10.00 | 0.00 | 0.20 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 6 | 1.50 | 0.00 | 0.03 |
| HOST GOVERNMENT : | 4 | 2.50 | 5.00 | 0.15 |
| OTHER DEPARTMENT : | 4 | 2.50 | 0.00 | 0.05 |
| PROVINCES/MUNICIPALITIES : | 0 | 0.00 | 0.00 | 0.00 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 12.50 | 0.00 | 0.25 |
| LEAVE, PROFESSIONAL DEVELOP : | | 6.00 | 5.00 | 0.22 |
| 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 : 18
FROM TERRIT : 86

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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