

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/12/12

FOR QUARTER 1 OF FISCAL YEAR 1989

POST : VIENNA

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	155	3.00	20.50	0.44
FROM TERRITORIES :	163	4.00	19.50	0.43
B.VISITS TO CLIENTS IN TERRITORY :	54	4.00	8.00	0.20
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	3.00	5.50	0.14
MISSIONS :	4	2.00	1.50	0.05
CONFERENCE SEMINARS :	5	3.00	2.50	0.08
OTHER :	2	1.00	0.50	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	2.00	3.50	0.09
POST INITIATED :	8	2.00	2.50	0.07
E.COMMUNICATIONS ACTIVITIES :	7	2.00	0.50	0.03
F.INVESTMENT ENQUIRIES				
FROM CANADA :	15	1.00	3.00	0.07
FROM TERRITORIES :	108	12.00	6.50	0.25
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	24	4.00	3.00	0.10
CONNECTIONS ARRANGED :	59	12.00	9.50	0.31
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	14	3.00	2.00	0.07
HOST GOVERNMENT :	18	4.00	1.50	0.07
OTHER DEPARTMENT :	13	2.00	3.50	0.09
PROVINCES/MUNICIPALITIES :	23	5.00	4.00	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	2.00	0.16
LEAVE, PROFESSIONAL DEVELOP :		14.00	0.00	0.14
K.SERVICE TO OTHER MISSION PROGRAMS :		5.00	0.50	0.06
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 45
FROM TERRIT : 107

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 9

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2