

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : VIENNA

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME |
|---|--------|----------------|---------|------------|
| | | CANADA | LOC-ENG | PERSON-QTR |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 190 | 2.00 | 22.00 | 0.46 |
| FROM TERRITORIES : | 147 | 1.00 | 12.00 | 0.25 |
| B.VISITS TO CLIENTS IN TERRITORY : | 54 | 4.00 | 9.00 | 0.22 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 5 | 1.00 | 1.00 | 0.03 |
| MISSIONS : | 7 | 5.00 | 1.50 | 0.08 |
| CONFERENCE SEMINARS : | 5 | 3.00 | 0.50 | 0.04 |
| OTHER : | 2 | 1.00 | 0.50 | 0.02 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 8 | 2.00 | 1.50 | 0.05 |
| POST INITIATED : | 8 | 2.00 | 1.00 | 0.04 |
| E.COMMUNICATIONS ACTIVITIES : | 7 | 2.00 | 0.50 | 0.03 |
| F.INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 12 | 1.00 | 2.00 | 0.05 |
| FROM TERRITORIES : | 109 | 12.00 | 5.50 | 0.23 |
| G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 18 | 2.00 | 2.50 | 0.07 |
| CONNECTIONS ARRANGED : | 112 | 23.00 | 9.00 | 0.41 |
| H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST : | | 0.00 | 0.00 | 0.00 |
| I.SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 15 | 2.00 | 2.50 | 0.07 |
| HOST GOVERNMENT : | 16 | 2.00 | 1.50 | 0.05 |
| OTHER DEPARTMENT : | 13 | 1.00 | 2.00 | 0.05 |
| PROVINCES/MUNICIPALITIES : | 24 | 2.00 | 3.50 | 0.09 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 12.00 | 2.50 | 0.17 |
| LEAVE, PROFESSIONAL DEVELOP : | | 15.00 | 19.50 | 0.54 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 5.00 | 0.00 | 0.05 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 3.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 41
FROM TERRIT : 89

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 11

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