

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