

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

POST : BRUSSELS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	: 162	11.00	19.50	0.72
FROM TERRITORIES	: 184	12.33	23.00	0.83
B. VISITS TO CLIENTS IN TERRITORY	VISITS : 35	10.33	7.00	0.45
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	: 9	8.33	10.00	0.45
MISSIONS	: 4	3.00	12.00	0.33
OTHER	: 3	1.00	4.50	0.12
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	: 45	5.33	10.00	0.36
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	: 17	4.66	1.00	0.16
FROM TERRITORIES	: 26	6.33	3.00	0.25
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	: 15	5.33	0.00	0.16
CONNECTIONS ARRANGED	: 18	3.00	0.00	0.09
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	: 2	5.00	0.00	0.15
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	: 15	4.00	0.00	0.12
FROM OTHER GOV'T SOURCES- CONTACTS	: 35	3.33	3.50	0.17
- REPORTS	: 8	1.33	1.50	0.07
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		5.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP		9.33	5.00	0.38
J. SERVICE TO OTHER MISSION PROGRAMS		1.33	0.00	0.04
***** TOTALS *****		99.96	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 29
FROM TERRIT : 174

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2