

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : MOSCOW

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	254	18.20	33.33	1.91
FROM TERRITORIES :	188	7.20	8.33	0.61
B. VISITS TO CLIENTS IN TERRITORY :	165	13.00	5.00	0.80
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	0.40	0.00	0.02
MISSIONS :	22	14.20	50.00	2.21
CONFERENCE SEMINARS :	3	1.00	0.00	0.05
OTHER :	11	6.40	0.00	0.32
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	38	7.40	0.00	0.37
POST INITIATED :	47	11.40	0.00	0.57
E. COMMUNICATIONS ACTIVITIES :	5	1.40	0.00	0.07
F. INVESTMENT ENQUIRIES				
FROM CANADA :	5	0.20	0.00	0.01
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.00	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	8	1.00	0.00	0.05
HOST GOVERNMENT :	12	0.80	0.00	0.04
OTHER DEPARTMENT :	62	4.00	0.00	0.20
PROVINCES/MUNICIPALITIES :	12	1.00	0.00	0.05
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		6.40	3.33	0.42
LEAVE, PROFESSIONAL DEVELOP :		5.00	0.00	0.25
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.99	8.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 31  
 FROM TERRIT : 24  
 NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 131  
 FROM TERRIT : 58  
 NUMBER OF PEMD APPLICATIONS COMMENTED ON : 21  
 NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 5  
 -LOCALLY ENGAGED : 3