

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : KIEV

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	324	10.00	7.50	0.25
FROM TERRITORIES :	27	8.00	10.00	0.28
B.VISITS TO CLIENTS IN TERRITORY :	63	7.00	10.00	0.27
C.EXPORT/TRADE/POLICY FAIRS :	5	5.00	5.00	0.15
PROJECTS AND EVENTS MISSIONS :	2	7.00	7.50	0.22
CONFERENCE SEMINARS :	2	3.00	5.00	0.13
OTHER :	3	2.00	3.50	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	7.00	7.50	0.22
POST INITIATED :	2	8.00	5.00	0.18
E.COMMUNICATIONS ACTIVITIES :	8	3.00	2.50	0.08
F.INVESTMENT ENQUIRIES FROM CANADA :	17	5.00	6.00	0.17
FROM TERRITORIES :	12	3.00	5.00	0.13
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	70	5.00	3.50	0.12
CONNECTIONS ARRANGED :	49	5.00	3.50	0.12
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	5.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	63	5.00	5.00	0.15
HOST GOVERNMENT :	15	5.00	2.50	0.10
OTHER DEPARTMENT :	12	2.00	2.50	0.07
PROVINCES/MUNICIPALITIES :	8	2.00	1.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	2.50	0.08
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 21

FROM TERRIT : 74

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 15

FROM TERRIT : 38

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 1

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2