

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

REGION : EAST EUROPE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1653	20.66	37.72	6.01
FROM TERRITORIES :	824	5.77	15.45	2.22
B.VISITS TO CLIENTS IN TERRITORY :	820	21.66	15.45	3.65
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	2	2.44	4.54	0.72
MISSIONS :	29	4.66	3.27	0.78
CONFERENCE SEMINARS :	8	1.44	0.81	0.22
OTHER :	36	2.11	1.27	0.33
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	62	3.22	2.09	0.52
POST INITIATED :	100	5.88	3.36	0.90
E.COMMUNICATIONS ACTIVITIES :	18	0.00	0.81	0.09
F.INVESTMENT ENQUIRIES				
FROM CANADA :	10	0.11	0.54	0.07
FROM TERRITORIES :	8	0.00	0.36	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	20	0.00	0.45	0.05
CONNECTIONS ARRANGED :	1	0.00	0.27	0.03
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.66	0.00	0.06
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	41	1.11	1.27	0.24
HOST GOVERNMENT :	94	2.00	0.54	0.24
OTHER DEPARTMENT :	114	2.44	1.63	0.40
PROVINCES/MUNICIPALITIES :	70	1.66	1.36	0.30
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.77	3.54	1.27
LEAVE, PROFESSIONAL DEVELOP :		6.77	5.09	1.17
K.SERVICE TO OTHER MISSION PROGRAMS :		7.55	0.09	0.69
***** TOTALS *****		99.91	99.91	20.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 303
FROM TERRIT : 427

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 38

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9
- LOCALLY-ENGAGED : 11