

23/07/91

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1990

POST : MOSCOW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	308	32.50	60.00	2.50
FROM TERRITORIES :	229	4.75	20.00	0.59
B. VISITS TO CLIENTS IN TERRITORY :	94	12.50	15.00	0.80
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	0.50	0.00	0.02
MISSIONS :	13	2.50	5.00	0.20
CONFERENCE SEMINARS :	2	0.00	0.00	0.00
OTHER :	4	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	5.00	0.00	0.20
POST INITIATED :	20	5.00	0.00	0.20
E. COMMUNICATIONS ACTIVITIES :	3	0.25	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	27	3.75	0.00	0.15
OTHER DEPARTMENT :	17	2.50	0.00	0.10
PROVINCES/MUNICIPALITIES :	18	2.50	0.00	0.10
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.75	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		9.25	0.00	0.37
K. SERVICE TO OTHER MISSION PROGRAMS :		15.25	0.00	0.61
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	6.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 180  
FROM TERRIT : 253

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 33

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4  
- LOCALLY-ENGAGED : 2