

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : MOSCOW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	349	17.66	30.50	1.14
FROM TERRITORIES	0	0.00	0.00	0.00
B. VISITS TO CLIENTS IN TERRITORY	26	6.00	0.00	0.18
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	3	1.66	0.00	0.05
MISSIONS	28	10.33	22.00	0.75
OTHER	1	0.00	1.00	0.02
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	11	5.66	0.00	0.17
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	4	1.00	0.00	0.03
FROM TERRITORIES	1	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	40	11.00	0.00	0.33
FROM OTHER GOV'T SOURCES- CONTACTS	105	1.66	15.00	0.35
- REPORTS	37	9.66	10.00	0.49
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		7.66	0.00	0.23
LEAVE, PROFESSIONAL DEVELOP		26.00	21.50	1.21
J. SERVICE TO OTHER MISSION PROGRAMS		1.66	0.00	0.05
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 45
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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