

TRADE TRACKING SYSTEM

89/10/05

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : BUCHAREST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	110	4.00	13.00	0.30
FROM TERRITORIES :	35	2.00	5.00	0.12
B.VISITS TO CLIENTS IN TERRITORY :	185	20.00	14.00	0.48
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	1.00	0.02
PROJECTS AND EVENTS MISSIONS :	2	2.00	6.00	0.14
CONFERENCE SEMINARS :	1	0.00	1.00	0.02
OTHER :	1	5.00	3.00	0.11
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	1.00	8.00	0.17
POST INITIATED :	27	10.00	14.00	0.38
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	7	0.00	4.00	0.08
HOST GOVERNMENT :	40	1.00	3.00	0.07
OTHER DEPARTMENT :	5	0.00	2.00	0.04
PROVINCES/MUNICIPALITIES :	4	0.00	2.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.00	10.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		8.00	14.00	0.36
K.SERVICE TO OTHER MISSION PROGRAMS :		38.00	0.00	0.38
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 15
FROM TERRIT : 170

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
- LOCALLY-ENGAGED : 2