

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : BUCHAREST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	140	6.00	12.50	0.31
FROM TERRITORIES :	170	4.00	10.00	0.24
B. VISITS TO CLIENTS IN TERRITORY :	200	4.00	10.00	0.24
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.00	12.50	0.30
MISSIONS :	5	5.00	10.00	0.25
CONFERENCE SEMINARS :	1	5.00	5.00	0.15
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	5.00	4.50	0.14
POST INITIATED :	10	10.00	5.50	0.21
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES FROM CANADA :	5	6.00	1.00	0.08
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 :	10	5.00	4.00	0.13
HOST GOVERNMENT :	25	10.00	5.00	0.20
OTHER DEPARTMENT :	5	5.00	1.00	0.07
PROVINCES/MUNICIPALITIES :	7	5.00	1.50	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		25.00	7.50	0.40
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	10.00	0.20
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 :	3
FROM TERRIT :	120
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	67
FROM TERRIT :	100
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	0
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	1
-LOCALLY ENGAGED :	2