

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

POST : BUDAPEST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	923	7.50	23.00	0.84
FROM TERRITORIES :	387	4.00	22.00	0.74
B.VISITS TO CLIENTS IN TERRITORY :	138	12.50	11.66	0.60
C.EXPORT/TRADE/POLICY FAIRS :	4	12.50	9.33	0.53
PROJECTS AND EVENTS MISSIONS :	8	10.00	8.00	0.44
CONFERENCE SEMINARS :	2	7.50	1.00	0.18
OTHER :	7	0.00	0.33	0.01
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	2	1.00	3.66	0.13
POST INITIATED :	7	8.00	5.33	0.32
E.COMMUNICATIONS ACTIVITIES :	15	1.50	2.33	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	3	3.50	0.00	0.07
FROM TERRITORIES :	1	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 :	27	1.00	2.33	0.09
HOST GOVERNMENT :	15	1.00	1.66	0.07
OTHER DEPARTMENT :	21	1.50	1.66	0.08
PROVINCES/MUNICIPALITIES :	38	4.00	2.00	0.14
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		12.00	3.66	0.35
LEAVE, PROFESSIONAL DEVELOP :		10.00	1.00	0.23
K.SERVICE TO OTHER MISSION PROGRAMS :		2.50	1.00	0.08
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.95	5.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 20
FROM TERRIT : 36
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 120
FROM TERRIT : 148

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 3

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