

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : MOSCOW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	254	27.00	72.00	2.25
FROM TERRITORIES :	677	5.00	9.00	0.33
B.VISITS TO CLIENTS IN TERRITORY :	98	13.00	0.00	0.39
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	0.00	0.00	0.00
MISSIONS :	25	10.00	18.00	0.66
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	43	5.00	0.00	0.15
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	0.00	0.00
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	1	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 :	1	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	0.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	40	3.00	0.00	0.09
HOST GOVERNMENT :	28	2.00	0.00	0.06
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.00	0.21
LEAVE, PROFESSIONAL DEVELOP :		17.00	1.00	0.53
K.SERVICE TO OTHER MISSION PROGRAMS :		6.00	0.00	0.18
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 180
FROM TERRIT : 60

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 25

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