

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

SUB-REGION: EAST EUROPE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1788	18.75	34.81	6.08
FROM TERRITORIES :	1107	6.50	18.72	2.84
B. VISITS TO CLIENTS IN TERRITORY :	636	7.75	9.18	1.94
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	11	4.41	5.09	1.09
MISSIONS :	40	7.50	8.90	1.88
CONFERENCE SEMINARS :	12	1.33	1.27	0.30
OTHER :	19	1.16	0.63	0.21
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	34	4.41	1.45	0.69
POST INITIATED :	81	7.41	2.63	1.18
E. COMMUNICATIONS ACTIVITIES :	7	1.00	0.09	0.13
F. INVESTMENT ENQUIRIES				
FROM CANADA :	70	2.00	1.27	0.38
FROM TERRITORIES :	87	1.25	1.90	0.36
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	34	0.00	1.00	0.11
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.66	1.36	0.35
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	19	1.91	1.81	0.43
HOST GOVERNMENT :	53	2.16	1.36	0.41
OTHER DEPARTMENT :	74	4.58	1.36	0.70
PROVINCES/MUNICIPALITIES :	62	3.75	2.09	0.68
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		8.33	1.18	1.13
LEAVE, PROFESSIONAL DEVELOP :		11.33	2.00	1.58
K. SERVICE TO OTHER MISSION PROGRAMS :		2.75	1.81	0.53
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	99.91	23.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	257
	FROM TERRIT :	465
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	575
	FROM TERRIT :	556

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	82
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	12
	-LOCALLY ENGAGED :	11