

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : BUCHAREST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	127	3.00	15.00	0.33
FROM TERRITORIES :	42	2.00	6.00	0.14
B.VISITS TO CLIENTS IN TERRITORY :	161	10.00	11.00	0.32
C.EXPORT/TRADE/POLICY FAIRS :	1	8.00	8.00	0.24
PROJECTS AND EVENTS MISSIONS :	2	6.00	5.00	0.16
CONFERENCE SEMINARS :	1	1.00	5.00	0.11
OTHER :	1	1.00	4.00	0.09
D.COMMERCIAL* ECONOMIC REPORTS . HQ REQUESTED :	17	2.00	6.00	0.14
POST INITIATED :	21	5.00	6.00	0.17
E.COMMUNICATIONS ACTIVITIES :	2	0.00	2.00	0.04
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 :	5	0.00	2.00	0.04
HOST GOVERNMENT :	67	1.00	4.00	0.09
OTHER DEPARTMENT :	7	0.00	2.00	0.04
PROVINCES/MUNICIPALITIES :	4	1.00	2.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		10.00	10.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		23.00	12.00	0.47
K.SERVICE TO OTHER MISSION PROGRAMS :		27.00	0.00	0.27
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 46
FROM TERRIT : 211

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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