

TRADE TRACKING SYSTEM

90/10/03

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : MOSCOW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	241	30.00	80.00	2.50
FROM TERRITORIES :	592	7.00	14.00	0.49
B.VISITS TO CLIENTS IN TERRITORY :	103	12.00	0.00	0.36
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	9	1.00	0.00	0.03
MISSIONS :	10	10.00	0.00	0.30
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	1	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	65	5.00	0.00	0.15
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 :	2	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	16	1.00	0.00	0.03
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H.PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	6.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	27	4.00	0.00	0.12
HOST GOVERNMENT :	30	3.00	0.00	0.09
OTHER DEPARTMENT :	31	2.00	0.00	0.06
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.00	0.00	0.24
LEAVE, PROFESSIONAL DEVELOP :		10.00	0.00	0.30
K.SERVICE TO OTHER MISSION PROGRAMS :		7.00	0.00	0.21
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 244
FROM TERRIT : 88

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 44

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