

TRADE TRACKING SYSTEM

91/01/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1990

POST : MOSCOW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	271	24.00	60.00	1.92
FROM TERRITORIES :	476	3.00	15.00	0.39
B.VISITS TO CLIENTS IN TERRITORY :	72	7.00	0.00	0.21
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	5.00	10.00	0.35
MISSIONS :	9	4.00	0.00	0.12
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	42	4.00	0.00	0.12
POST INITIATED :	0	0.00	0.00	0.00
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
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 :		1.00	0.00	0.03
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	50	5.00	0.00	0.15
HOST GOVERNMENT :	18	3.00	0.00	0.09
OTHER DEPARTMENT :	18	2.00	0.00	0.06
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.00	0.21
LEAVE, PROFESSIONAL DEVELOP :		22.00	15.00	0.96
K.SERVICE TO OTHER MISSION PROGRAMS :		13.00	0.00	0.39
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 210
FROM TERRIT : 117

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 38

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