

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 3 OF FISCAL YEAR 1994

POST : KIEV

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 232	10.00	6.00	0.22
FROM TERRITORIES	: 195	6.00	7.50	0.21
B.VISITS TO CLIENTS IN TERRITORY	: 47	7.00	9.00	0.25
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 4	5.00	5.00	0.15
MISSIONS	: 2	6.00	6.50	0.19
CONFERENCE SEMINARS	: 3	3.00	5.00	0.13
OTHER	: 3	2.00	3.50	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 12	5.00	6.00	0.17
POST INITIATED	: 5	8.00	5.00	0.18
E.COMMUNICATIONS ACTIVITIES	: 2100	11.00	10.00	0.31
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 17	5.00	6.00	0.17
FROM TERRITORIES	: 15	3.00	5.00	0.13
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 65	4.00	3.50	0.11
CONNECTIONS ARRANGED	: 33	5.00	3.50	0.12
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	: 5	5.00	5.00	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 70	3.00	5.00	0.13
HOST GOVERNMENT	: 15	5.00	2.50	0.10
OTHER DEPARTMENT	: 6	2.00	2.50	0.07
PROVINCES/MUNICIPALITIES	: 3	2.00	1.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 0.00	0.00	0.00	0.00
LEAVE, PROFESSIONAL DEVELOP	: 0.00	0.00	0.00	0.00
K.SERVICE TO OTHER MISSION PROGRAMS	: 3	3.00	2.50	0.08
L.TOURISM PROGRAM ACTIVITIES	: 0	0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 30
	FROM TERRIT	: 138
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 10
	FROM TERRIT	: 8
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 2
NUMBER OF OCCUPIED OFFICER POSITIONS	- CANADA BASED	: 1
	- LOCALLY ENGAGED	: 2