

21/02/95

## Foreign Affairs and International Trade

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 2 OF FISCAL YEAR 1994

POST : KIEV

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	212	10.00	6.00	0.22
FROM TERRITORIES :	185	6.00	7.50	0.21
B. VISITS TO CLIENTS IN TERRITORY :	59	7.00	9.00	0.25
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	5.00	5.00	0.15
MISSIONS :	2	6.00	6.50	0.19
CONFERENCE SEMINARS :	4	3.00	5.00	0.13
OTHER :	3	2.00	3.50	0.09
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	10	5.00	6.00	0.17
POST INITIATED :	3	8.00	5.00	0.18
E. COMMUNICATIONS ACTIVITIES :	2400	11.00	10.00	0.31
F. INVESTMENT ENQUIRIES				
FROM CANADA :	19	5.00	6.00	0.17
FROM TERRITORIES :	9	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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		5.00	5.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	70	3.00	5.00	0.13
HOST GOVERNMENT :	13	5.00	2.50	0.10
OTHER DEPARTMENT :	5	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
LEAVE, PROFESSIONAL DEVELOP :		0.00	0.00	0.00
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	2.50	0.08
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 32

FROM TERRIT : 131

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 6

FROM TERRIT : 12

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 1

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2