

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : BUCHAREST

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	164	5.00	13.00	0.31
FROM TERRITORIES :	192	3.00	11.00	0.25
B.VISITS TO CLIENTS IN TERRITORY :	170	1.00	10.50	0.22
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	2.50	0.05
MISSIONS :	1	10.00	7.50	0.25
CONFERENCE SEMINARS :	2	4.00	5.00	0.14
OTHER :	0	0.00	5.00	0.10
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	5	4.00	5.50	0.15
POST INITIATED :	0	8.00	0.00	0.08
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	0	4.00	0.00	0.04
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 :	15	5.00	6.00	0.17
HOST GOVERNMENT :	30	8.00	5.00	0.18
OTHER DEPARTMENT :	7	4.00	1.50	0.07
PROVINCES/MUNICIPALITIES :	5	5.00	7.50	0.20
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		24.00	9.00	0.42
LEAVE, PROFESSIONAL DEVELOP :		15.00	0.00	0.15
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	11.00	0.22
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 :	0
	FROM TERRIT :	75
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	59
	FROM TERRIT :	121
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		0
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2