

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : MOSCOW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	576	18.33	62.50	1.80
FROM TERRITORIES	25	1.66	1.50	0.08
B. VISITS TO CLIENTS IN TERRITORY	73	10.00	0.00	0.30
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	3	0.00	5.00	0.10
MISSIONS	30	7.33	8.50	0.39
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	19	10.00	5.00	0.40
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PRDG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	64	15.00	5.00	0.55
FROM OTHER GOV'T SOURCES- CONTACTS	59	5.00	10.00	0.35
- REPORTS	35	8.33	0.00	0.25
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		7.66	0.00	0.23
LEAVE, PROFESSIONAL DEVELOP		15.00	2.50	0.50
J. SERVICE TO OTHER MISSION PROGRAMS		1.66	0.00	0.05
***** TOTALS *****		99.97	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 66  
 FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 14

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