

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : MOSCOW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	494	20.00	70.00	1.30
FROM TERRITORIES :	9	0.00	0.00	0.00
B.VISITS TO CLIENTS IN TERRITORY :	80	13.33	0.00	0.40
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	16	15.00	15.00	0.60
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	8	3.66	0.00	0.11
POST INITIATED :	31	8.00	0.00	0.24
E.COMMUNICATIONS ACTIVITIES :	0	3.33	0.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	4	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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	2	0.00	0.00	0.00
HOST GOVERNMENT :	0	0.00	0.00	0.00
OTHER DEPARTMENT :	80	6.66	10.00	0.30
PROVINCES/MUNICIPALITIES :	40	3.33	5.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.66	0.00	0.20
LEAVE, PROFESSIONAL DEVELOP :		10.00	0.00	0.30
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	0.00	0.30
***** TOTALS *****		99.97	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 143  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3  
- LOCALLY-ENGAGED : 1