

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

SUB-REGION: EAST EUROPE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTY
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1468	23.20	30.66	6.00
FROM TERRITORIES :	1234	7.60	15.00	2.56
B. VISITS TO CLIENTS IN TERRITORY :	411	10.20	8.00	1.98
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	3.70	5.41	1.02
MISSIONS :	20	12.60	10.83	2.56
CONFERENCE SEMINARS :	4	0.00	0.16	0.02
OTHER :	9	0.50	0.83	0.15
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	42	4.50	0.50	0.51
POST INITIATED :	64	4.20	0.58	0.49
E. COMMUNICATIONS ACTIVITIES :	31	3.30	0.16	0.35
F. INVESTMENT ENQUIRIES				
FROM CANADA :	59	2.30	1.58	0.42
FROM TERRITORIES :	96	1.00	1.58	0.29
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	36	0.00	1.16	0.14
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.10	0.00	0.01
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	38	1.30	1.50	0.31
HOST GOVERNMENT :	105	1.30	2.16	0.39
OTHER DEPARTMENT :	87	2.60	0.75	0.35
PROVINCES/MUNICIPALITIES :	59	1.70	1.50	0.35
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		4.60	1.41	0.63
LEAVE, PROFESSIONAL DEVELOP :		14.20	15.25	3.25
K. SERVICE TO OTHER MISSION PROGRAMS :		1.10	0.91	0.22
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.93	22.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 70

FROM TERRIT : 244

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 639

FROM TERRIT : 884

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 64

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 10

-LOCALLY ENGAGED : 12