

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

POST : BUCHAREST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	150	7.00	13.00	0.33
FROM TERRITORIES	83	4.00	10.00	0.24
B. VISITS TO CLIENTS IN TERRITORY VISITS	74	15.00	13.00	0.41
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	1	4.00	7.00	0.18
MISSIONS	10	2.00	2.00	0.06
OTHER	0	0.00	0.00	0.00
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	28	8.00	9.00	0.26
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 PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	29	4.00	5.00	0.14
FROM OTHER GOV'T SOURCES- CONTACTS	18	2.00	4.00	0.10
- REPORTS	0	0.00	0.00	0.00
I. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		16.00	9.00	0.34
LEAVE, PROFESSIONAL DEVELOP		8.00	28.00	0.64
J. SERVICE TO OTHER MISSION PROGRAMS		30.00	0.00	0.30
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 23  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 2