

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

90/10/03

FOR QUARTER 1 OF FISCAL YEAR 1990

POST : BUCHAREST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	98	6.00	11.00	0.28
FROM TERRITORIES :	195	4.00	13.50	0.31
B. VISITS TO CLIENTS IN TERRITORY :	180	15.00	12.50	0.40
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	1.00	4.00	0.09
MISSIONS :	5	6.00	6.50	0.19
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	1.50	0.03
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	2.00	0.04
POST INITIATED :	13	11.00	5.50	0.22
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	29	1.00	2.00	0.05
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. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	9	2.00	3.50	0.09
HOST GOVERNMENT :	43	4.00	9.50	0.23
OTHER DEPARTMENT :	0	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	0	0.00	0.00	0.00
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	2.00	0.29
LEAVE, PROFESSIONAL DEVELOP :		0.00	8.00	0.16
K. SERVICE TO OTHER MISSION PROGRAMS :		25.00	14.50	0.54
L. TOURISM PROGRAM ACTIVITIES :		0.00	4.00	0.08
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 38  
FROM TERRIT : 257

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

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