

29/06/92

## External Affairs and International Trade Canada

TSRPT02E

## TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT  
FOR QUARTER 4 OF FISCAL YEAR 1991

SUB-REGION: EAST EUROPE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1251	21.50	32.10	5.36
FROM TERRITORIES :	898	8.00	13.00	2.10
B. VISITS TO CLIENTS IN TERRITORY :	547	9.80	7.30	1.71
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	4	0.30	1.40	0.17
MISSIONS :	36	10.90	18.60	2.95
CONFERENCE SEMINARS :	20	1.90	1.90	0.38
OTHER :	27	3.90	2.10	0.60
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	73	6.00	2.00	0.80
POST INITIATED :	90	9.70	1.10	1.08
E. COMMUNICATIONS ACTIVITIES :	14	1.30	0.20	0.15
F. INVESTMENT ENQUIRIES				
FROM CANADA :	45	1.50	1.70	0.32
FROM TERRITORIES :	60	0.90	1.70	0.26
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	34	0.00	1.60	0.16
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		1.70	0.00	0.17
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	44	1.50	1.50	0.30
HOST GOVERNMENT :	67	2.20	1.50	0.37
OTHER DEPARTMENT :	101	3.80	0.70	0.45
PROVINCES/MUNICIPALITIES :	83	2.70	2.10	0.48
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.60	3.10	1.07
LEAVE, PROFESSIONAL DEVELOP :		4.00	4.10	0.81
K. SERVICE TO OTHER MISSION PROGRAMS :		0.80	2.30	0.31
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	20.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	115
	FROM TERRIT :	200
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	578
	FROM TERRIT :	478
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	31
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	10
	-LOCALLY ENGAGED :	10