

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

SUB-REGION: EAST EUROPE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 1030	23.83	34.00	6.60
	FROM TERRITORIES : 765	8.41	15.54	2.72
B. VISITS TO CLIENTS IN TERRITORY	: 586	14.25	8.18	2.61
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 3	1.16	3.81	0.56
	MISSIONS : 36	6.58	12.63	2.18
	CONFERENCE SEMINARS : 7	1.16	1.54	0.31
	OTHER : 14	0.16	0.27	0.05
D. COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 55	5.08	2.27	0.86
	POST INITIATED : 104	10.41	1.54	1.42
E. COMMUNICATIONS ACTIVITIES	: 11	0.25	0.54	0.09
F. INVESTMENT ENQUIRIES	FROM CANADA : 35	1.58	1.27	0.33
	FROM TERRITORIES : 48	1.00	1.45	0.28
G. TECHNOLOGY INFLOW PROGRAM ENQR'S	FRM CANADA : 48	0.00	1.54	0.17
	CONNECTIONS ARRANGED : 4	0.00	0.09	0.01
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: :	1.41	0.00	0.17
I. SERVICE REQUESTS FM GOV'T SOURCES	NGO : 28	2.33	1.18	0.41
	HOST GOVERNMENT : 62	3.16	2.54	0.66
	OTHER DEPARTMENT : 58	3.33	2.27	0.65
	PROVINCES/MUNICIPALITIES : 57	3.58	2.72	0.73
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: :	5.91	2.00	0.93
	LEAVE, PROFESSIONAL DEVELOP : :	4.66	2.54	0.84
K. SERVICE TO OTHER MISSION PROGRAMS	: :	1.66	2.00	0.42
L. TOURISM PROGRAM ACTIVITIES	: :	0.00	0.00	0.00
***** TOTALS *****		99.91	99.92	23.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA : 209
	FROM TERRIT : 435
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA : 617
	FROM TERRIT : 574
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 39
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED : 12
	-LOCALLY ENGAGED : 11