

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : BUCHAREST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	106	6.00	10.50	0.27
FROM TERRITORIES :	225	4.00	13.50	0.31
B.VISITS TO CLIENTS IN TERRITORY :	212	15.00	12.00	0.39
C.EXPORT/TRADE/POLICY FAIRS :	1	1.00	3.50	0.08
PROJECTS AND EVENTS MISSIONS :	1	1.00	3.00	0.07
CONFERENCE SEMINARS :	0	0.00	1.00	0.02
OTHER :	1	0.00	1.00	0.02
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	0.00	2.50	0.05
POST INITIATED :	18	13.00	7.00	0.27
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	17	1.00	1.00	0.03
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	2.50	0.05
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	5	2.00	3.00	0.08
HOST GOVERNMENT :	33	5.00	9.00	0.23
OTHER DEPARTMENT :	4	0.00	2.00	0.04
PROVINCES/MUNICIPALITIES :	2	1.00	1.00	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	2.50	0.30
LEAVE, PROFESSIONAL DEVELOP :		1.00	9.50	0.20
K.SERVICE TO OTHER MISSION PROGRAMS :		25.00	15.50	0.56
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 13
FROM TERRIT : 278

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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