

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 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 :	1249	18.08	32.81	5.78
FROM TERRITORIES :	975	7.25	14.27	2.44
B. VISITS TO CLIENTS IN TERRITORY :	624	10.25	8.54	2.17
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	6	2.08	6.00	0.91
MISSIONS :	36	11.50	4.54	1.88
CONFERENCE SEMINARS :	10	1.50	0.63	0.25
OTHER :	10	0.08	0.09	0.02
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	49	5.58	1.63	0.85
POST INITIATED :	59	5.41	0.90	0.75
E. COMMUNICATIONS ACTIVITIES :	13	0.83	0.09	0.11
F. INVESTMENT ENQUIRIES				
FROM CANADA :	50	1.75	1.45	0.37
FROM TERRITORIES :	63	1.16	1.81	0.34
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	31	0.00	0.81	0.09
CONNECTIONS ARRANGED :	3	0.00	0.09	0.01
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.66	0.00	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	21	2.08	1.00	0.36
HOST GOVERNMENT :	51	2.50	2.18	0.54
OTHER DEPARTMENT :	53	3.33	0.72	0.48
PROVINCES/MUNICIPALITIES :	57	3.66	1.63	0.62
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. :		7.58	2.54	1.19
LEAVE, PROFESSIONAL DEVELOP :		12.00	16.72	3.28
K. SERVICE TO OTHER MISSION PROGRAMS :		2.66	1.45	0.48
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.94	99.90	23.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	109
FROM TERRIT :	257
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	444
FROM TERRIT :	589
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	63
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	12
-LOCALLY ENGAGED :	11