

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

REGION : EAST EUROPE

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME |
|---|--------|----------------|---------|------------|
| | | CANADA | LOC-ENG | PERSON-QTR |
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 1492 | 16.33 | 29.45 | 4.71 |
| FROM TERRITORIES : | 769 | 4.66 | 17.36 | 2.33 |
| B.VISITS TO CLIENTS IN TERRITORY : | 760 | 20.66 | 13.45 | 3.34 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 5 | 1.44 | 2.27 | 0.38 |
| MISSIONS : | 22 | 8.11 | 3.63 | 1.13 |
| CONFERENCE SEMINARS : | 12 | 1.11 | 1.45 | 0.26 |
| OTHER : | 17 | 1.00 | 1.63 | 0.27 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 56 | 3.33 | 2.09 | 0.53 |
| POST INITIATED : | 118 | 6.44 | 1.72 | 0.77 |
| E.COMMUNICATIONS ACTIVITIES : | 63 | 0.66 | 1.18 | 0.19 |
| F.INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 10 | 0.11 | 0.45 | 0.06 |
| FROM TERRITORIES : | 15 | 0.22 | 0.54 | 0.08 |
| G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 33 | 0.11 | 1.54 | 0.18 |
| CONNECTIONS ARRANGED : | 4 | 0.00 | 0.54 | 0.06 |
| H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST : | | 4.66 | 2.18 | 0.66 |
| I.SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 13 | 0.55 | 0.45 | 0.10 |
| HOST GOVERNMENT : | 136 | 2.11 | 1.63 | 0.37 |
| OTHER DEPARTMENT : | 106 | 2.88 | 2.45 | 0.53 |
| PROVINCES/MUNICIPALITIES : | 92 | 3.44 | 1.09 | 0.43 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 9.55 | 4.54 | 1.36 |
| LEAVE, PROFESSIONAL DEVELOP : | | 9.00 | 10.00 | 1.91 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 3.55 | 0.27 | 0.35 |
| ***** TOTALS ***** | | 99.92 | 99.91 | 20.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 334
FROM TERRIT : 431

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 28

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9
- LOCALLY-ENGAGED : 11