

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 CANADA	LOC-ENG	TOTAL-TIME 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