

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/10/05

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : MOSCOW

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------|-----------------------|---------|-----------------------|
| A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 758 | 31.66 | 75.00 | 2.45 |
| FROM TERRITORIES : | 175 | 3.33 | 7.50 | 0.25 |
| B.VISITS TO CLIENTS IN TERRITORY : | 116 | 18.33 | 5.00 | 0.65 |
| C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 0 | 0.00 | 0.00 | 0.00 |
| MISSIONS : | 22 | 11.66 | 5.00 | 0.45 |
| CONFERENCE SEMINARS : | 2 | 2.00 | 0.00 | 0.06 |
| OTHER : | 16 | 4.00 | 0.00 | 0.12 |
| D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 11 | 3.00 | 0.00 | 0.09 |
| POST INITIATED : | 19 | 6.00 | 0.00 | 0.18 |
| E.COMMUNICATIONS ACTIVITIES : | 2 | 0.00 | 2.50 | 0.05 |
| F.INVESTMENT ENQUIRIES FROM CANADA : | 0 | 0.00 | 0.00 | 0.00 |
| FROM TERRITORIES : | 0 | 0.00 | 0.00 | 0.00 |
| 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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST : | | 0.00 | 0.00 | 0.00 |
| I.SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 21 | 2.00 | 0.00 | 0.06 |
| HOST GOVERNMENT : | 24 | 1.33 | 0.00 | 0.04 |
| OTHER DEPARTMENT : | 40 | 4.00 | 2.00 | 0.16 |
| PROVINCES/MUNICIPALITIES : | 41 | 3.00 | 3.00 | 0.15 |
| J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 3.00 | 0.00 | 0.09 |
| LEAVE, PROFESSIONAL DEVELOP : | | 3.33 | 0.00 | 0.10 |
| K.SERVICE TO OTHER MISSION PROGRAMS : | | 3.33 | 0.00 | 0.10 |
| ***** TOTALS ***** | | 99.97 | 100.00 | 5.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 156
FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2