

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

POST : MOSCOW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	229	13.40	50.00	1.67
FROM TERRITORIES :	218	5.20	11.00	0.48
B.VISITS TO CLIENTS IN TERRITORY :	137	11.40	3.50	0.64
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	1	3.00	0.00	0.15
MISSIONS :	20	21.00	0.00	1.05
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	38	7.20	0.00	0.36
POST INITIATED :	37	8.00	0.00	0.40
E.COMMUNICATIONS ACTIVITIES :	8	1.20	0.00	0.06
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 :	2	0.00	0.00	0.00
HOST GOVERNMENT :	18	2.00	0.00	0.10
OTHER DEPARTMENT :	14	0.60	0.00	0.03
PROVINCES/MUNICIPALITIES :	27	1.80	0.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.40	3.00	0.43
LEAVE, PROFESSIONAL DEVELOP :		14.80	32.50	1.39
K.SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.15
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	21
FROM TERRIT :	31
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	111
FROM TERRIT :	83

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	26
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	2