

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

87/09/18

FOR QUARTER 1 OF FISCAL YEAR 1987

POST : BUCHAREST

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	93	9.00	22.00	0.53
FROM TERRITORIES	64	14.00	12.00	0.38
B. VISITS TO CLIENTS IN TERRITORY	67	6.00	18.00	0.42
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	0	0.00	0.00	0.00
MISSIONS	5	7.00	15.00	0.37
OTHER	2	8.00	5.00	0.18
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	17	7.00	3.00	0.13
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	0	0.00	0.00	0.00
FROM TERRITORIES	0	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA	0	0.00	0.00	0.00
CONNECTIONS ARRANGED	0	0.00	0.00	0.00
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	11	5.00	7.00	0.19
FROM OTHER GOV'T SOURCES- CONTACTS	6	3.00	6.00	0.15
- REPORTS	5	0.00	4.00	0.08
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		13.00	3.00	0.19
LEAVE, PROFESSIONAL DEVELOP		15.00	5.00	0.25
J. SERVICE TO OTHER MISSION PROGRAMS		13.00	0.00	0.13
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 42
 FROM TERRIT : 3

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 4

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1
 - LOCALLY-ENGAGED : 2