

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : MOSCOW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	513	21.33	75.00	2.14
FROM TERRITORIES :	5	0.33	0.00	0.01
B.VISITS TO CLIENTS IN TERRITORY :	51	6.66	0.00	0.20
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	17	11.66	15.00	0.65
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	7	2.00	0.00	0.06
POST INITIATED :	45	14.66	0.00	0.44
E.COMMUNICATIONS ACTIVITIES :	20	1.66	0.00	0.05
F.INVESTMENT ENQUIRIES FROM CANADA :	5	0.00	0.00	0.00
FROM TERRITORIES :	2	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 :		10.00	0.00	0.30
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	2	0.00	0.00	0.00
OTHER DEPARTMENT :	16	5.00	0.00	0.15
PROVINCES/MUNICIPALITIES :	20	8.33	0.00	0.25
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.33	0.00	0.10
LEAVE, PROFESSIONAL DEVELOP :		11.66	10.00	0.55
K.SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 175
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 7

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