

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

POST : BUCHAREST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	98	1.00	20.00	0.41
FROM TERRITORIES :	34	1.00	11.00	0.23
B. VISITS TO CLIENTS IN TERRITORY :	94	16.00	13.00	0.42
C. EXPORT/TRADE/POLICY FAIRS :	1	4.00	3.00	0.10
PROJECTS AND EVENTS MISSIONS :	2	0.00	3.00	0.06
CONFERENCE SEMINARS :	1	0.00	3.00	0.06
OTHER :	2	0.00	5.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	15	5.00	6.00	0.17
POST INITIATED :	15	5.00	1.00	0.07
E. COMMUNICATIONS ACTIVITIES :	4	1.00	4.00	0.09
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 :	1	0.00	2.00	0.04
CONNECTIONS ARRANGED :	2	0.00	4.00	0.08
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		8.00	0.00	0.08
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	1.00	2.00	0.05
HOST GOVERNMENT :	46	4.00	0.00	0.04
OTHER DEPARTMENT :	5	0.00	3.00	0.06
PROVINCES/MUNICIPALITIES :	0	2.00	0.00	0.02
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		19.00	10.00	0.39
LEAVE, PROFESSIONAL DEVELOP :		7.00	10.00	0.27
K. SERVICE TO OTHER MISSION PROGRAMS :		26.00	0.00	0.26
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 17
FROM TERRIT : 5

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 0

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