

TRADE TRACKING SYSTEM

88/03/16

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1987

REGION : EAST EUROPE

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME |
|---|--------------|----------------|---------|------------|
| | | CANADA | LOC-ENG | PERSON-QTR |
| A. EXPORT ENQUIRIES | | | | |
| FROM CANADA | : 1577 | 15.88 | 25.90 | 4.28 |
| FROM TERRITORIES | : 559 | 3.00 | 8.54 | 1.21 |
| B. VISITS TO CLIENTS IN TERRITORY | VISITS : 604 | 13.66 | 15.54 | 2.94 |
| C. EXPORT PROMOTION PROJECTS & EVENTS | | | | |
| FAIRS | : 7 | 3.22 | 3.72 | 0.70 |
| MISSIONS | : 43 | 10.22 | 13.00 | 2.35 |
| OTHER | : 39 | 0.77 | 3.63 | 0.47 |
| D. COMMERCIAL / ECONOMIC REPORTS COMPLETED | : 172 | 7.11 | 3.36 | 1.01 |
| E. INVESTMENT/PROMOTION ENQUIRIES | | | | |
| FROM CANADA | : 3 | 0.00 | 0.18 | 0.02 |
| FROM TERRITORIES | : 1 | 0.00 | 0.18 | 0.02 |
| F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA | : 15 | 0.33 | 0.90 | 0.13 |
| CONNECTIONS ARRANGED | : 6 | 0.00 | 0.09 | 0.01 |
| G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA | : 1 | 3.33 | 0.00 | 0.30 |
| H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS | : 214 | 5.44 | 2.63 | 0.78 |
| FROM OTHER GOV'T SOURCES- CONTACTS | : 358 | 2.66 | 4.27 | 0.71 |
| - REPORTS | : 70 | 4.22 | 2.00 | 0.60 |
| I. ADMINISTRATION: | | | | |
| PROGRAM MANAGEMENT & ADMIN. | | 13.33 | 3.09 | 1.54 |
| LEAVE, PROFESSIONAL DEVELOP | | 13.33 | 5.90 | 1.85 |
| J. SERVICE TO OTHER MISSION PROGRAMS | | 3.44 | 7.00 | 1.08 |
| ***** TOTALS ***** | | 99.94 | 99.93 | 20.00 |

NUMBER OF BUSINESS VISITORS FROM CANADA : 395
FROM TERRIT : 160

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9
- LOCALLY-ENGAGED : 11