

19/05/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1994

SUB-REGION: EAST EUROPE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA	: 1899	14.14	22.08	3.64
FROM TERRITORIES	: 2085	8.57	18.25	2.79
B. VISITS TO CLIENTS IN TERRITORY	: 424	11.42	9.58	1.95
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS	: 19	7.85	6.16	1.29
MISSIONS	: 17	8.00	7.58	1.47
CONFERENCE SEMINARS	: 15	2.28	1.41	0.33
OTHER	: 7	2.00	0.75	0.23
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED	: 22	2.42	3.25	0.56
POST INITIATED	: 18	3.14	3.00	0.58
E. COMMUNICATIONS ACTIVITIES	: 2138	2.42	2.16	0.43
F. INVESTMENT ENQUIRIES FROM CANADA	: 37	2.00	2.25	0.41
FROM TERRITORIES	: 34	1.28	1.75	0.30
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 77	1.28	1.08	0.22
CONNECTIONS ARRANGED	: 36	1.00	0.58	0.14
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST	: :	1.42	2.75	0.43
I. SERVICE REQUESTS FM GOV'T SOURCES NGO	: 104	2.42	1.33	0.33
HOST GOVERNMENT	: 44	2.42	2.58	0.48
OTHER DEPARTMENT	: 54	9.00	2.41	0.92
PROVINCES/MUNICIPALITIES	: 42	1.85	2.25	0.40
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 10.00	2.16	0.96	
LEAVE, PROFESSIONAL DEVELOP	: 3.00	5.08	0.82	
K. SERVICE TO OTHER MISSION PROGRAMS	: :	2.00	1.50	0.32
L. TOURISM PROGRAM ACTIVITIES	: :	0.00	0.00	0.00
***** TOTALS *****		99.91	99.94	19.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA	: 153
FROM TERRIT	: 290
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA	: 314
FROM TERRIT	: 275
NUMBER OF PEMD APPLICATIONS COMMENTED ON	: 13
NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA BASED	: 7
- LOCALLY ENGAGED	: 12