

21/02/95

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 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 :	1098	14.00	19.44	2.45
FROM TERRITORIES :	926	4.00	13.44	1.41
B.VISITS TO CLIENTS IN TERRITORY :	258	12.20	10.11	1.52
C.EXPORT/TRADE/POLICY FAIRS :	12	8.00	4.88	0.84
PROJECTS AND EVENTS MISSIONS :	10	5.40	3.11	0.55
CONFERENCE SEMINARS :	8	1.00	2.55	0.28
OTHER :	4	0.40	0.77	0.09
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	34	3.80	5.55	0.69
POST INITIATED :	20	5.40	3.00	0.54
E.COMMUNICATIONS ACTIVITIES :	2431	2.60	3.11	0.41
F.INVESTMENT ENQUIRIES FROM CANADA :	28	1.80	2.55	0.32
FROM TERRITORIES :	23	0.80	2.00	0.22
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	70	0.80	1.88	0.21
CONNECTIONS ARRANGED :	33	1.00	0.77	0.12
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		1.00	1.11	0.15
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	117	2.40	2.55	0.35
HOST GOVERNMENT :	42	4.80	2.77	0.49
OTHER DEPARTMENT :	31	2.20	2.11	0.30
PROVINCES/MUNICIPALITIES :	39	3.40	1.44	0.30
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		15.00	2.22	0.95
LEAVE, PROFESSIONAL DEVELOP :		5.80	12.55	1.42
K.SERVICE TO OTHER MISSION PROGRAMS :		4.20	2.00	0.39
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.91	14.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	55
FROM TERRIT :	174
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	180
FROM TERRIT :	213

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	11
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	9