

09/09/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1992

SUB-REGION: EAST EUROPE

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1219	21.00	30.00	3.78
FROM TERRITORIES :	911	8.37	14.85	1.71
B.VISITS TO CLIENTS IN TERRITORY :	252	8.25	7.85	1.21
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	7	4.75	11.71	1.20
MISSIONS :	35	16.87	6.71	1.82
CONFERENCE SEMINARS :	13	1.62	1.57	0.24
OTHER :	26	1.12	1.42	0.19
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	29	3.25	1.57	0.37
POST INITIATED :	141	9.75	1.42	0.88
E.COMMUNICATIONS ACTIVITIES :	15	1.25	0.00	0.10
F.INVESTMENT ENQUIRIES FROM CANADA :	41	1.50	1.57	0.23
FROM TERRITORIES :	87	0.87	2.14	0.22
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	53	0.00	2.85	0.20
CONNECTIONS ARRANGED :	1	0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	38	2.50	2.57	0.38
HOST GOVERNMENT :	86	4.00	2.14	0.47
OTHER DEPARTMENT :	87	5.25	1.00	0.49
PROVINCES/MUNICIPALITIES :	43	3.25	3.00	0.47
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.50	2.71	0.63
LEAVE, PROFESSIONAL DEVELOP :		0.12	2.42	0.18
K.SERVICE TO OTHER MISSION PROGRAMS :		0.75	2.42	0.23
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		99.97	99.92	15.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	116
	FROM TERRIT :	273
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	744
	FROM TERRIT :	544

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	25
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	8
	-LOCALLY ENGAGED :	7