

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : MOSCOW

| | NUMBER | % OFFICER-TIME CANADA | LOC-ENG | TOTAL-TIME PERSON-QTR |
|---|--------|--------------------------|---------|--------------------------|
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 261 | 21.60 | 70.00 | 2.48 |
| FROM TERRITORIES : | 198 | 5.60 | 27.00 | 0.82 |
| B. VISITS TO CLIENTS IN TERRITORY : | 102 | 8.40 | 0.00 | 0.42 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 5 | 2.60 | 0.00 | 0.13 |
| MISSIONS : | 13 | 7.80 | 0.00 | 0.39 |
| CONFERENCE SEMINARS : | 4 | 1.00 | 0.00 | 0.05 |
| OTHER : | 5 | 2.00 | 0.00 | 0.10 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 21 | 7.20 | 0.00 | 0.36 |
| POST INITIATED : | 46 | 12.40 | 0.00 | 0.62 |
| E. COMMUNICATIONS ACTIVITIES : | 1 | 0.20 | 0.00 | 0.01 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 3 | 0.20 | 0.00 | 0.01 |
| FROM TERRITORIES : | 0 | 0.00 | 0.00 | 0.00 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 0 | 0.00 | 0.00 | 0.00 |
| CONNECTIONS ARRANGED : | 0 | 0.00 | 0.00 | 0.00 |
| H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST : | | 3.00 | 0.00 | 0.15 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 0 | 0.00 | 0.00 | 0.00 |
| HOST GOVERNMENT : | 16 | 1.20 | 0.00 | 0.06 |
| OTHER DEPARTMENT : | 24 | 3.80 | 0.00 | 0.19 |
| PROVINCES/MUNICIPALITIES : | 26 | 3.60 | 0.00 | 0.18 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.: | | 6.20 | 3.00 | 0.37 |
| LEAVE, PROFESSIONAL DEVELOP : | | 12.80 | 0.00 | 0.64 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 0.40 | 0.00 | 0.02 |
| L. TOURISM PROGRAM ACTIVITIES : | | 0.00 | 0.00 | 0.00 |
| ***** TOTALS ***** | | 100.00 | 100.00 | 7.00 |

| | | |
|--|---------------|-----|
| NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) | FROM CANADA : | 19 |
| | FROM TERRIT : | 60 |
| NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) | FROM CANADA : | 130 |
| | FROM TERRIT : | 97 |

| | | |
|--|---|----|
| NUMBER OF PEMD APPLICATIONS COMMENTED ON | : | 38 |
|--|---|----|

| | | |
|--------------------------------------|--------------------|---|
| NUMBER OF OCCUPIED OFFICER POSITIONS | -CANADA BASED : | 5 |
| | -LOCALLY ENGAGED : | 2 |