

20/04/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1992

POST : BUCHAREST

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES	164	10.00	8.00	0.26
FROM TERRITORIES	283	15.00	10.00	0.35
B.VISITS TO CLIENTS IN TERRITORY	55	10.00	8.50	0.27
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	1	5.00	8.00	0.21
MISSIONS	2	5.00	5.00	0.15
CONFERENCE SEMINARS	0	0.00	0.00	0.00
OTHER	0	2.00	3.50	0.09
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	1	5.00	1.50	0.08
POST INITIATED	7	8.00	7.50	0.23
E.COMMUNICATIONS ACTIVITIES	0	1.00	0.00	0.01
F.INVESTMENT ENQUIRIES				
FROM CANADA	1	1.00	2.00	0.05
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		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	8	5.00	8.00	0.21
HOST GOVERNMENT	6	4.00	6.00	0.16
OTHER DEPARTMENT	4	2.00	2.50	0.07
PROVINCES/MUNICIPALITIES	19	2.00	5.50	0.13
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.		5.00	6.00	0.17
LEAVE, PROFESSIONAL DEVELOP		10.00	13.00	0.36
K.SERVICE TO OTHER MISSION PROGRAMS		10.00	5.00	0.20
L.TOURISM PROGRAM ACTIVITIES		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA : 6

FROM TERRIT : 10

NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 56

FROM TERRIT : 115

NUMBER OF PEMD APPLICATIONS COMMENTED ON : 6

NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1

-LOCALLY ENGAGED : 2