

25/05/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1991

POST : BUCHAREST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	128	6.00	13.50	0.33
FROM TERRITORIES :	156	4.00	11.00	0.26
B.VISITS TO CLIENTS IN TERRITORY :	271	1.00	12.50	0.26
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	7.00	0.14
MISSIONS :	1	2.00	13.00	0.28
CONFERENCE SEMINARS :	0	1.00	0.00	0.01
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	0	0.00	4.50	0.09
POST INITIATED :	8	8.00	4.00	0.16
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES				
FROM CANADA :	3	3.00	0.50	0.04
FROM TERRITORIES :	7	3.00	1.00	0.05
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	6	3.00	2.00	0.07
HOST GOVERNMENT :	22	4.00	4.00	0.12
OTHER DEPARTMENT :	3	5.00	0.50	0.06
PROVINCES/MUNICIPALITIES :	6	5.00	2.00	0.09
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	4.00	0.33
LEAVE, PROFESSIONAL DEVELOP :		20.00	12.50	0.45
K.SERVICE TO OTHER MISSION PROGRAMS :		10.00	8.00	0.26
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 :	3
	FROM TERRIT :	105
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	17
	FROM TERRIT :	78

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	0
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2