

TRADE TRACKING SYSTEM

88/11/09

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 1 OF FISCAL YEAR 1988

POST : BUCHAREST

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	73	4.00	20.00	0.44
FROM TERRITORIES :	35	1.00	10.00	0.21
B.VISITS TO CLIENTS IN TERRITORY :	101	2.00	23.00	0.48
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	4	4.00	11.00	0.26
CONFERENCE SEMINARS :	1	1.00	2.00	0.05
OTHER :	1	0.00	2.00	0.04
D.COMMERCIAL / ECONOMIC REPORTS HQ REQUESTED :	7	2.00	3.00	0.08
POST INITIATED :	24	9.00	6.00	0.21
E.COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F.INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	2	0.00	2.00	0.04
H.PARTICIPATION IN PROG-REL EVENTS OUTSIDE POST :		0.00	6.00	0.12
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	0.00	2.00	0.04
HOST GOVERNMENT :	3	9.00	0.00	0.09
OTHER DEPARTMENT :	0	9.00	0.00	0.09
PROVINCES/MUNICIPALITIES :	3	2.00	3.00	0.08
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		18.00	7.00	0.32
LEAVE, PROFESSIONAL DEVELOP :		8.00	3.00	0.14
K.SERVICE TO OTHER MISSION PROGRAMS :		31.00	0.00	0.31
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 25  
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 2

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 1  
- LOCALLY-ENGAGED : 2