

TRADE TRACKING SYSTEM

89/01/18

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1988

REGION : EAST EUROPE

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES	FROM CANADA : 1679	15.88	29.70	4.40
	FROM TERRITORIES : 485	3.88	9.10	1.26
B.VISITS TO CLIENTS IN TERRITORY	: 496	16.00	10.10	2.45
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS	FAIRS : 7	7.44	8.60	1.53
	MISSIONS : 24	7.44	5.00	1.17
	CONFERENCE SEMINARS : 5	0.33	0.70	0.10
	OTHER : 23	1.22	2.10	0.32
D.COMMERCIAL* ECONOMIC REPORTS	HQ REQUESTED : 103	4.44	2.50	0.65
	POST INITIATED : 121	6.00	0.50	0.59
E.COMMUNICATIONS ACTIVITIES	: 36	1.22	1.30	0.24
F.INVESTMENT ENQUIRIES	FROM CANADA : 17	0.33	0.70	0.10
	FROM TERRITORIES : 10	0.11	0.40	0.05
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 27	0.00	1.00	0.10
	CONNECTIONS ARRANGED : 5	0.00	0.90	0.09
H.PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST	: 0.88	0.00	0.00	0.08
I.SERVICE REQUESTS FM GOV'T SOURCES	NGO : 18	0.66	0.40	0.10
	HOST GOVERNMENT : 59	1.77	0.00	0.16
	OTHER DEPARTMENT : 121	4.33	4.30	0.82
	PROVINCES/MUNICIPALITIES : 81	3.44	1.20	0.43
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		8.33	4.20	1.17
	LEAVE, PROFESSIONAL DEVELOP :	9.33	16.80	2.52
K.SERVICE TO OTHER MISSION PROGRAMS	: 6.88	0.50		0.67
***** TOTALS *****		99.91	100.00	19.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 319
FROM TERRIT : 479

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 21

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9
- LOCALLY-ENGAGED : 10