

02/12/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 2 OF FISCAL YEAR 1992

POST : MOSCOW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QT
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	290	17.50	28.33	1.55
FROM TERRITORIES :	230	5.00	8.33	0.45
B.VISITS TO CLIENTS IN TERRITORY :	190	13.75	3.66	0.66
C.EXPORT/TRADE/POLICY FAIRS :	1	2.50	0.00	0.10
PROJECTS AND EVENTS MISSIONS :	9	23.75	35.00	2.00
CONFERENCE SEMINARS :	2	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	26	7.50	0.00	0.30
POST INITIATED :	26	6.25	0.00	0.25
E.COMMUNICATIONS ACTIVITIES :	21	3.75	0.00	0.15
F.INVESTMENT ENQUIRIES FROM CANADA :	8	0.25	0.00	0.01
FROM TERRITORIES :	15	1.00	0.00	0.04
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.00	0.00	0.00
CONNECTIONS ARRANGED :	1	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 :	9	0.50	0.00	0.02
HOST GOVERNMENT :	77	1.00	3.66	0.15
OTHER DEPARTMENT :	37	3.50	0.00	0.14
PROVINCES/MUNICIPALITIES :	22	2.50	0.00	0.10
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.75	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		7.50	21.00	0.93
K.SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.98	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	37
FROM TERRIT :	78
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	236
FROM TERRIT :	168
NUMBER OF PEMD APPLICATIONS COMMENTED ON :	26
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	4
-LOCALLY ENGAGED :	3