

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/10/05

FOR QUARTER 4 OF FISCAL YEAR 1988

POST : MOSCOW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	758	31.66	75.00	2.45
FROM TERRITORIES :	175	3.33	7.50	0.25
B.VISITS TO CLIENTS IN TERRITORY :	116	18.33	5.00	0.65
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	0	0.00	0.00	0.00
MISSIONS :	22	11.66	5.00	0.45
CONFERENCE SEMINARS :	2	2.00	0.00	0.06
OTHER :	16	4.00	0.00	0.12
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	11	3.00	0.00	0.09
POST INITIATED :	19	6.00	0.00	0.18
E.COMMUNICATIONS ACTIVITIES :	2	0.00	2.50	0.05
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 :	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 :	21	2.00	0.00	0.06
HOST GOVERNMENT :	24	1.33	0.00	0.04
OTHER DEPARTMENT :	40	4.00	2.00	0.16
PROVINCES/MUNICIPALITIES :	41	3.00	3.00	0.15
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.00	0.00	0.09
LEAVE, PROFESSIONAL DEVELOP :		3.33	0.00	0.10
K.SERVICE TO OTHER MISSION PROGRAMS :		3.33	0.00	0.10
***** TOTALS *****		99.97	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 156
FROM TERRIT : 45

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 19

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2