

27/07/93

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1992

POST : BUDAPEST

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES				
FROM CANADA	: 293	22.00	25.00	0.47
FROM TERRITORIES	: 154	10.00	10.00	0.20
B.VISITS TO CLIENTS IN TERRITORY	: 81	15.00	24.00	0.39
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS	: 0	0.00	0.00	0.00
MISSIONS	: 9	25.00	10.00	0.35
CONFERENCE SEMINARS	: 1	1.00	1.00	0.02
OTHER	: 0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS				
HQ REQUESTED	: 4	2.00	5.00	0.07
POST INITIATED	: 3	2.00	1.00	0.03
E.COMMUNICATIONS ACTIVITIES	: 3	2.00	0.00	0.02
F.INVESTMENT ENQUIRIES				
FROM CANADA	: 20	10.00	0.00	0.10
FROM TERRITORIES	: 13	0.00	1.00	0.01
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	: 3	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	0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES				
NGO	: 11	3.00	2.00	0.05
HOST GOVERNMENT	: 4	1.00	1.00	0.02
OTHER DEPARTMENT	: 21	2.00	4.00	0.06
PROVINCES/MUNICIPALITIES	: 10	1.00	4.00	0.05
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.	: 2.00	1.00	0.03	
LEAVE, PROFESSIONAL DEVELOP	: 2.00	11.00	0.13	
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	100.00	2.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA	: 19
	FROM TERRIT	: 10
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA	: 157
	FROM TERRIT	: 130
NUMBER OF PEMD APPLICATIONS COMMENTED ON		: 14
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED	: 1
	-LOCALLY ENGAGED	: 1