

18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1991

POST : MOSCOW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	261	21.60	70.00	2.48
FROM TERRITORIES :	198	5.60	27.00	0.82
B. VISITS TO CLIENTS IN TERRITORY :	102	8.40	0.00	0.42
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	5	2.60	0.00	0.13
MISSIONS :	13	7.80	0.00	0.39
CONFERENCE SEMINARS :	4	1.00	0.00	0.05
OTHER :	5	2.00	0.00	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	21	7.20	0.00	0.36
POST INITIATED :	46	12.40	0.00	0.62
E. COMMUNICATIONS ACTIVITIES :	1	0.20	0.00	0.01
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.20	0.00	0.01
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. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		3.00	0.00	0.15
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	16	1.20	0.00	0.06
OTHER DEPARTMENT :	24	3.80	0.00	0.19
PROVINCES/MUNICIPALITIES :	26	3.60	0.00	0.18
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.20	3.00	0.37
LEAVE, PROFESSIONAL DEVELOP :		12.80	0.00	0.64
K. SERVICE TO OTHER MISSION PROGRAMS :		0.40	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	19
	FROM TERRIT :	60
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	130
	FROM TERRIT :	97

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	38
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NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	5
	-LOCALLY ENGAGED :	2