

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

REGION : EAST EUROPE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT ENQUIRIES				
FROM CANADA	1803	13.33	20.00	3.40
FROM TERRITORIES	695	2.11	6.18	0.87
B. VISITS TO CLIENTS IN TERRITORY VISITS :	341	9.22	5.90	1.48
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS :	11	7.55	10.09	1.79
MISSIONS :	59	8.77	10.45	1.94
OTHER :	89	0.44	3.09	0.38
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED :	125	4.88	4.72	0.96
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA :	15	0.44	0.00	0.04
FROM TERRITORIES :	2	0.00	0.00	0.00
F. TECHNOLOGY INFLOW PROGRAM ENGR'S FRM CANADA :	11	0.00	0.18	0.02
CONNECTIONS ARRANGED :	5	0.00	0.00	0.00
G. PARTICPT'N IN PROG-RELATED EVENTS IN CANADA :	0	0.00	0.00	0.00
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS :	150	5.55	3.27	0.86
FROM OTHER GOV'T SOURCES- CONTACTS :	408	1.88	4.27	0.64
- REPORTS :	48	3.66	2.09	0.56
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN. :		13.00	3.27	1.53
LEAVE, PROFESSIONAL DEVELOP :		23.22	26.45	5.00
J. SERVICE TO OTHER MISSION PROGRAMS :		5.88	0.00	0.53
***** TOTALS *****		99.93	99.96	20.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 251
FROM TERRIT : 335

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 24

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 9
- LOCALLY-ENGAGED : 11