

02/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 3 OF FISCAL YEAR 1991

POST : MOSCOW

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	215	21.00	40.00	1.85
FROM TERRITORIES :	183	7.00	10.00	0.55
B. VISITS TO CLIENTS IN TERRITORY :	113	15.00	5.00	0.85
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	0.00	0.00
MISSIONS :	15	11.00	35.00	1.25
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	35	6.00	0.00	0.30
POST INITIATED :	56	13.00	0.00	0.65
E. COMMUNICATIONS ACTIVITIES :	5	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	3	0.00	0.00	0.00
FROM TERRITORIES :	1	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	2	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 :		1.00	0.00	0.05
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	11	2.00	0.00	0.10
HOST GOVERNMENT :	12	1.00	0.00	0.05
OTHER DEPARTMENT :	21	2.00	5.00	0.20
PROVINCES/MUNICIPALITIES :	15	2.00	5.00	0.20
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.00	0.00	0.30
LEAVE, PROFESSIONAL DEVELOP :		10.00	0.00	0.50
K. SERVICE TO OTHER MISSION PROGRAMS :		3.00	0.00	0.15
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 :	29
	FROM TERRIT :	51
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	160
	FROM TERRIT :	59
NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	21
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	5
	-LOCALLY ENGAGED :	2