

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 : BUCHAREST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	147	6.00	15.50	0.37
FROM TERRITORIES :	185	4.00	13.50	0.31
B. VISITS TO CLIENTS IN TERRITORY :	321	1.00	13.00	0.27
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	0.00	2.00	0.04
MISSIONS :	8	2.00	17.00	0.36
CONFERENCE SEMINARS :	1	1.00	1.50	0.04
OTHER :	4	0.00	2.50	0.05
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	0.00	2.00	0.04
POST INITIATED :	14	10.00	6.50	0.23
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
F. INVESTMENT ENQUIRIES				
FROM CANADA :	2	4.00	0.50	0.05
FROM TERRITORIES :	13	4.00	1.50	0.07
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 :		0.00	0.00	0.00
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	7	4.00	1.50	0.07
HOST GOVERNMENT :	25	4.00	4.00	0.12
OTHER DEPARTMENT :	3	5.00	0.50	0.06
PROVINCES/MUNICIPALITIES :	5	5.00	1.50	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		25.00	3.50	0.32
LEAVE, PROFESSIONAL DEVELOP :		5.00	4.50	0.14
K. SERVICE TO OTHER MISSION PROGRAMS :		20.00	9.00	0.38
L. TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	100.00	3.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CANADA :	20
	FROM TERRIT :	190
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	64
	FROM TERRIT :	94

NUMBER OF PEMD APPLICATIONS COMMENTED ON	:	0
--	---	---

NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2