

TRADE TRACKING SYSTEM

89/05/12

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : MOSCOW

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	500	21.00	44.00	1.51
FROM TERRITORIES :	85	1.00	9.50	0.22
B. VISITS TO CLIENTS IN TERRITORY :	135	21.66	5.00	0.75
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	0	0.00	0.00	0.00
MISSIONS :	15	12.33	6.00	0.49
CONFERENCE SEMINARS :	6	2.00	1.00	0.08
OTHER :	0	2.66	0.00	0.08
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.33	0.00	0.07
POST INITIATED :	28	6.66	0.00	0.20
E. COMMUNICATIONS ACTIVITIES :	1	0.66	0.00	0.02
F. INVESTMENT ENQUIRIES FROM CANADA :	0	0.00	0.00	0.00
FROM TERRITORIES :	0	0.00	0.00	0.00
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	1	0.33	0.00	0.01
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		8.33	0.00	0.25
I. SERVICE REQUESTS FM GOV'T SOURCES NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	33	1.66	4.00	0.13
OTHER DEPARTMENT :	27	6.33	3.00	0.25
PROVINCES/MUNICIPALITIES :	61	7.00	2.50	0.26
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	0.00	0.15
LEAVE, PROFESSIONAL DEVELOP :		0.00	25.00	0.50
K. SERVICE TO OTHER MISSION PROGRAMS :		1.00	0.00	0.03
***** TOTALS *****		99.95	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 165
FROM TERRIT : 0

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 13

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 3
- LOCALLY-ENGAGED : 2