

17/11/94

Foreign Affairs and International Trade

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 1 OF FISCAL YEAR 1994

SUB-REGION: EAST EUROPE

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1955	14.20	25.88	3.04
FROM TERRITORIES :	836	4.80	16.00	1.68
B.VISITS TO CLIENTS IN TERRITORY :	315	8.80	10.22	1.36
C.EXPORT/TRADE/POLICY PROJECTS AND EVENTS FAIRS :	11	7.80	6.00	0.93
MISSIONS :	17	6.40	5.22	0.79
CONFERENCE SEMINARS :	6	3.60	1.66	0.33
OTHER :	14	0.80	0.88	0.12
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	16	2.40	3.55	0.44
POST INITIATED :	23	7.80	3.77	0.73
E.COMMUNICATIONS ACTIVITIES :	24	1.40	1.33	0.19
F.INVESTMENT ENQUIRIES FROM CANADA :	24	2.40	1.77	0.28
FROM TERRITORIES :	21	0.60	1.88	0.20
G.TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	75	1.00	1.11	0.15
CONNECTIONS ARRANGED :	49	1.00	0.77	0.12
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		6.20	1.11	0.41
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	102	2.80	3.66	0.47
HOST GOVERNMENT :	49	3.20	1.88	0.33
OTHER DEPARTMENT :	45	2.00	1.66	0.25
PROVINCES/MUNICIPALITIES :	65	4.40	2.55	0.45
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		9.40	1.55	0.61
LEAVE, PROFESSIONAL DEVELOP :		5.60	6.55	0.87
K.SERVICE TO OTHER MISSION PROGRAMS :		3.40	0.88	0.25
L.TOURISM PROGRAM ACTIVITIES :		0.00	0.00	0.00
***** TOTALS *****		100.00	99.88	14.00

NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR) FROM CANADA :	62
FROM TERRIT :	132
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA :	346
FROM TERRIT :	356

NUMBER OF PEMD APPLICATIONS COMMENTED ON :	11
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NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED :	5
-LOCALLY ENGAGED :	9