

29/06/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT
FOR QUARTER 4 OF FISCAL YEAR 1991

POST : CAIRO

| | NUMBER | % OFFICER-TIME | | TOTAL-TIME PERSON-QTR |
|--|--------|----------------|---------|--------------------------|
| | | CANADA | LOC-ENG | |
| A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA : | 457 | 9.00 | 17.00 | 0.43 |
| FROM TERRITORIES : | 631 | 9.00 | 21.50 | 0.52 |
| B. VISITS TO CLIENTS IN TERRITORY : | 116 | 10.00 | 12.50 | 0.35 |
| C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS | | | | |
| FAIRS : | 1 | 5.00 | 19.00 | 0.43 |
| MISSIONS : | 1 | 14.00 | 8.00 | 0.30 |
| CONFERENCE SEMINARS : | 0 | 0.00 | 0.00 | 0.00 |
| OTHER : | 2 | 4.00 | 1.00 | 0.06 |
| D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED : | 3 | 5.00 | 1.00 | 0.07 |
| POST INITIATED : | 2 | 5.00 | 4.00 | 0.13 |
| E. COMMUNICATIONS ACTIVITIES : | 1 | 5.00 | 2.00 | 0.09 |
| F. INVESTMENT ENQUIRIES | | | | |
| FROM CANADA : | 5 | 1.00 | 0.00 | 0.01 |
| FROM TERRITORIES : | 5 | 2.00 | 1.50 | 0.05 |
| G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA : | 2 | 1.00 | 0.00 | 0.01 |
| CONNECTIONS ARRANGED : | 1 | 1.00 | 1.50 | 0.04 |
| H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST : | | 0.00 | 0.00 | 0.00 |
| I. SERVICE REQUESTS FM GOV'T SOURCES | | | | |
| NGO : | 5 | 1.00 | 1.00 | 0.03 |
| HOST GOVERNMENT : | 5 | 1.00 | 1.00 | 0.03 |
| OTHER DEPARTMENT : | 7 | 5.00 | 0.50 | 0.06 |
| PROVINCES/MUNICIPALITIES : | 5 | 5.00 | 1.00 | 0.07 |
| J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN. : | | 0.00 | 0.00 | 0.00 |
| LEAVE, PROFESSIONAL DEVELOP : | | 15.00 | 7.50 | 0.30 |
| K. SERVICE TO OTHER MISSION PROGRAMS : | | 2.00 | 0.00 | 0.02 |
| 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 : 8
FROM TERRIT : 6
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR) FROM CANADA : 39
FROM TERRIT : 137
NUMBER OF PEMD APPLICATIONS COMMENTED ON : 2
NUMBER OF OCCUPIED OFFICER POSITIONS -CANADA BASED : 1
-LOCALLY ENGAGED : 2