

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 : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	330	10.00	15.50	0.41
FROM TERRITORIES :	838	10.00	17.50	0.45
B. VISITS TO CLIENTS IN TERRITORY :	86	15.00	21.50	0.58
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	3	5.00	5.00	0.15
MISSIONS :	3	20.00	12.50	0.45
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	4	5.00	2.50	0.10
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	4	5.00	1.00	0.07
POST INITIATED :	4	4.00	1.50	0.07
E. COMMUNICATIONS ACTIVITIES :	2	3.00	1.50	0.06
F. INVESTMENT ENQUIRIES				
FROM CANADA :	9	1.00	1.00	0.03
FROM TERRITORIES :	26	2.00	3.50	0.09
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 :	1	0.00	1.50	0.03
HOST GOVERNMENT :	11	2.00	2.00	0.06
OTHER DEPARTMENT :	5	5.00	2.00	0.09
PROVINCES/MUNICIPALITIES :	5	3.00	2.50	0.08
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		5.00	2.00	0.09
LEAVE, PROFESSIONAL DEVELOP :		5.00	7.00	0.19
K. SERVICE TO OTHER MISSION PROGRAMS :		0.00	0.00	0.00
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 :	3
	FROM TERRIT :	0
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM CANADA :	24
	FROM TERRIT :	207
NUMBER OF PEMD APPLICATIONS COMMENTED ON :		3
NUMBER OF OCCUPIED OFFICER POSITIONS	-CANADA BASED :	1
	-LOCALLY ENGAGED :	2