

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

90/01/22

FOR QUARTER 2 OF FISCAL YEAR 1989

POST : ALGIERS

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	355	25.33	20.00	1.16
FROM TERRITORIES :	50	2.66	8.50	0.25
B. VISITS TO CLIENTS IN TERRITORY :	37	6.66	10.50	0.41
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	1	5.66	1.00	0.19
MISSIONS :	5	6.66	16.50	0.53
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	35	1.33	10.50	0.25
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	3	3.00	0.00	0.09
POST INITIATED :	3	3.33	0.00	0.10
E. COMMUNICATIONS ACTIVITIES :	0	0.00	0.00	0.00
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 :	0	0.00	0.00	0.00
CONNECTIONS ARRANGED :	0	0.00	0.00	0.00
H. PARTICIP'TN IN PROG-REL EVENTS OUTSIDE POST :		0.66	0.00	0.02
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	0	0.00	0.00	0.00
HOST GOVERNMENT :	1	1.00	0.00	0.03
OTHER DEPARTMENT :	3	0.00	0.00	0.00
PROVINCES/MUNICIPALITIES :	3	1.33	0.00	0.04
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		0.66	0.00	0.02
LEAVE, PROFESSIONAL DEVELOP :		25.00	32.50	1.40
K. SERVICE TO OTHER MISSION PROGRAMS :		16.66	0.50	0.51
***** TOTALS *****		99.94	100.00	5.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 41
FROM TERRIT : 33

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 1

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