

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