

TRADE TRACKING SYSTEM

87/12/23

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 2 OF FISCAL YEAR 1987

REGION : AFRICA MIDDLE-EAST

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A. EXPORT ENQUIRIES				
FROM CANADA	3454	18.36	24.78	10.29
FROM TERRITORIES	3869	10.36	23.08	7.90
B. VISITS TO CLIENTS IN TERRITORY	1248	12.84	14.04	6.44
C. EXPORT PROMOTION PROJECTS & EVENTS				
FAIRS	12	2.04	3.82	1.39
MISSIONS	19	4.52	2.43	1.69
OTHER	27	0.92	1.73	0.63
D. COMMERCIAL / ECONOMIC REPORTS COMPLETED	84	5.00	2.34	1.79
E. INVESTMENT/PROMOTION ENQUIRIES				
FROM CANADA	58	1.84	1.13	0.72
FROM TERRITORIES	157	1.68	1.47	0.76
F. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	13	0.84	0.13	0.24
CONNECTIONS ARRANGED	6	0.00	0.21	0.05
G. PARTICIP'TN IN PROG-RELATED EVENTS IN CANADA	7	1.60	0.65	0.55
H. SERVICE REQUESTS FM GOV'T SOURCES-DEA REPTS	91	3.96	1.21	1.27
FROM OTHER GOV'T SOURCES- CONTACTS	160	4.28	0.82	1.26
- REPORTS	59	1.80	2.26	0.97
I. ADMINISTRATION:				
PROGRAM MANAGEMENT & ADMIN.		6.92	1.13	1.99
LEAVE, PROFESSIONAL DEVELOP		15.08	12.86	6.73
J. SERVICE TO OTHER MISSION PROGRAMS		7.96	5.82	3.33
***** TOTALS *****		100.00	99.91	48.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 579  
FROM TERRIT : 1791

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 63

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 25  
- LOCALLY-ENGAGED : 23