18/02/92

External Affairs and International Trade Canada

TSRPT02E

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY ACTIVITY REPORT FOR QUARTER 1 OF FISCAL YEAR 1991

POST : ALGIERS	NUMBE			TOTAL-TIME PERSON-QTR
				1 11
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA			33.50	1.21
FROM TERRITORIES	: 18	9 19.50	26.50	0.92
B. VISITS TO CLIENTS IN TERRITORY	: 8	9 11.50	21.00	0.65
C. EXPORT/TRADE/POLICY FAIRS	:	1 4.00	2.00	0.12
PROJECTS AND EVENTS MISSIONS	:	3 9.00	11.50	0.41
CONFERENCE SEMINARS	:	1 1.50	0.00	0.03
OTHER		0.00	0.00	0.00
THE REPORT OF THE PROPERTY OF		3 2.50	1.00	0.07
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED POST INITIATED	OR BIN	4 3.00	1.50	0.09
POST INITIATED	ROS	4 5.00		
E.COMMUNICATIONS ACTIVITIES	:	0 0.00	0.00	0.00
F THUESTMENT ENGLITRIES FROM CANADA		2 1.50	0.50	0.04
F.INVESTMENT ENQUIRIES FROM CANADA FROM TERRITORIES		0 0.00	0.00	
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA	dia commo	0 0.00	0.00	
CONNECTIONS ARRANGED	MECELOR	0 0.00	0.00	0.00
H.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST	do em	7.00	0.00	0.14
I.SERVICE REQUESTS FM GOV'T SOURCES NGO	4	2 1.50	1.00	0.05
HOCH COVERNMENT	APPENDING TO SERVICE AND ADDRESS OF THE PARTY OF THE PART	5 3.50	0.50	0.08
OMUED DEDARMENT		3 2.00	1.00	0.06
PROVINCES (MINICIPAL INTES		1 0.50		0.01
PROVINCES/MUNICIPALITIES	DAUM, 830			
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN		2.50		
LEAVE, PROFESSIONAL DEVELOP	RESERVO	2.50	0.00	0.05
K.SERVICE TO OTHER MISSION PROGRAMS	ROGIGÍNE	1.00	0.00	0.02
L. TOURISM PROGRAM ACTIVITIES	:	0.00	0.00	0.00
		321		
***** TOTALS *****		100.00	100.00	4.00
NUMBER OF BUSINESS VISITORS (PUBLIC SECTOR)	FROM CA	ANADA:	2	
Ob a minimum assistant (NOIDAS)	FROM TI	ERRIT :	41	
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM C	ANADA:	41	
NUMBER OF BUSINESS VISITORS (PRIVATE SECTOR)	FROM T	ERRIT:	18	and any changes by
NUMBER OF PEMD APPLICATIONS COMMENTED ON		tertaments in a	0	
10 03	A VEGETATION OF	GERNAL T. BLOCK	THE PERSON	
NUMBER OF OCCUPIED OFFICER POSITIONS -CANAL	DA BASE	D :	2	
NUMBER OF OCCUPIED OFFICER POSITIONS -CANAL-LOCAL	LLY ENG	AGED :	2	