

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

89/05/12

FOR QUARTER 3 OF FISCAL YEAR 1988

POST : RIYADH

	NUMBER	% OFFICER-TIME		TOTAL-TIME
		CANADA	LOC-ENG	PERSON-QTR
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	850	17.00	19.00	1.25
FROM TERRITORIES :	840	15.00	18.00	1.14
B.VISITS TO CLIENTS IN TERRITORY :	396	14.00	25.00	1.31
C.EXPORT/TRADE/POLICY FAIRS :	4	4.00	2.00	0.22
PROJECTS AND EVENTS MISSIONS :	4	14.00	18.00	1.10
CONFERENCE SEMINARS :	1	0.00	0.00	0.00
OTHER :	61	6.00	0.00	0.24
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	12	4.00	0.00	0.16
POST INITIATED :	21	5.00	0.00	0.20
E.COMMUNICATIONS ACTIVITIES :	8	1.00	0.00	0.04
F.INVESTMENT ENQUIRIES FROM CANADA :	38	1.00	1.00	0.07
FROM TERRITORIES :	44	1.00	2.00	0.10
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.PARTICPT'N IN PROG-REL EVENTS OUTSIDE POST :		2.00	10.00	0.38
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	4	0.00	0.00	0.00
HOST GOVERNMENT :	17	1.00	0.00	0.04
OTHER DEPARTMENT :	29	1.00	1.00	0.07
PROVINCES/MUNICIPALITIES :	21	1.00	0.00	0.04
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		7.00	0.00	0.28
LEAVE, PROFESSIONAL DEVELOP :		2.00	0.00	0.08
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	4.00	0.28
***** TOTALS *****		100.00	100.00	7.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 43
FROM TERRIT : 191

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 8

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 4
- LOCALLY-ENGAGED : 3