

TRADE TRACKING SYSTEM

WORKLOAD AND OFFICER SUMMARY
ACTIVITY REPORT

FOR QUARTER 3 OF FISCAL YEAR 1989

SUB-REGION: MIDDLE EAST

	NUMBER	% OFFICER-TIME CANADA	LOC-ENG	TOTAL-TIME PERSON-QTR
A. EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	1725	13.84	20.42	4.66
FROM TERRITORIES :	2426	11.23	20.00	4.26
B. VISITS TO CLIENTS IN TERRITORY :	919	15.38	13.21	3.85
C. EXPORT/TRADE/POLICY PROJECTS AND EVENTS				
FAIRS :	16	5.38	7.07	1.69
MISSIONS :	21	6.30	6.00	1.66
CONFERENCE SEMINARS :	21	2.23	2.35	0.62
OTHER :	36	1.46	0.78	0.30
D. COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	30	2.15	2.07	0.57
POST INITIATED :	51	4.76	2.21	0.93
E. COMMUNICATIONS ACTIVITIES :	119	1.53	0.21	0.23
F. INVESTMENT ENQUIRIES FROM CANADA :	65	0.76	0.35	0.15
FROM TERRITORIES :	376	2.30	1.35	0.49
G. TECHNOLOGY INFLOW PROGRAM ENQR'S FRM CANADA :	57	0.38	1.85	0.31
CONNECTIONS ARRANGED :	17	0.00	0.57	0.08
H. PARTICIP'T'N IN PROG-REL EVENTS OUTSIDE POST :		0.84	4.07	0.68
I. SERVICE REQUESTS FM GOV'T SOURCES				
NGO :	57	1.00	0.71	0.23
HOST GOVERNMENT :	83	2.15	1.64	0.51
OTHER DEPARTMENT :	147	2.69	2.85	0.75
PROVINCES/MUNICIPALITIES :	43	1.23	0.85	0.28
J. ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		6.84	0.78	1.00
LEAVE, PROFESSIONAL DEVELOP :		6.38	8.71	2.05
K. SERVICE TO OTHER MISSION PROGRAMS :		11.07	1.85	1.70
***** TOTALS *****		99.90	99.90	27.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 352
FROM TERRIT : 852

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 47

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 13
- LOCALLY-ENGAGED : 14