

TRADE TRACKING SYSTEM

90/06/20

WORKLOAD AND OFFICER SUMMARY  
ACTIVITY REPORT

FOR QUARTER 4 OF FISCAL YEAR 1989

POST : CAIRO

	NUMBER	% OFFICER-TIME		TOTAL-TIME PERSON-QTR
		CANADA	LOC-ENG	
A.EXPORT/TRADE/POLICY ENQUIRIES FROM CANADA :	326	27.00	25.00	1.04
FROM TERRITORIES :	319	25.00	32.50	1.15
B.VISITS TO CLIENTS IN TERRITORY :	156	15.00	20.00	0.70
C.EXPORT/TRADE/POLICY FAIRS :	0	0.00	0.00	0.00
PROJECTS AND EVENTS MISSIONS :	2	1.00	2.50	0.07
CONFERENCE SEMINARS :	0	0.00	0.00	0.00
OTHER :	0	0.00	0.00	0.00
D.COMMERCIAL* ECONOMIC REPORTS HQ REQUESTED :	6	2.50	2.50	0.10
POST INITIATED :	9	7.50	5.00	0.25
E.COMMUNICATIONS ACTIVITIES :	8	0.50	1.00	0.03
F.INVESTMENT ENQUIRIES FROM CANADA :	3	0.50	0.00	0.01
FROM TERRITORIES :	12	1.50	0.50	0.04
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 :		0.00	0.00	0.00
I.SERVICE REQUESTS FM GOV'T SOURCES NGO :	8	2.50	1.00	0.07
HOST GOVERNMENT :	26	4.00	2.50	0.13
OTHER DEPARTMENT :	4	2.50	1.00	0.07
PROVINCES/MUNICIPALITIES :	5	1.00	0.50	0.03
J.ADMINISTRATION: PROGRAM MANAGEMENT & ADMIN.:		3.00	0.00	0.06
LEAVE, PROFESSIONAL DEVELOP :		2.50	1.00	0.07
K.SERVICE TO OTHER MISSION PROGRAMS :		4.00	5.00	0.18
***** TOTALS *****		100.00	100.00	4.00

NUMBER OF BUSINESS VISITORS FROM CANADA : 43  
FROM TERRIT : 289

NUMBER OF PEMD APPLICATIONS COMMENTED ON: 5

NUMBER OF OCCUPIED OFFICER POSITIONS - CANADA-BASED : 2  
- LOCALLY-ENGAGED : 2